

**HAMPTON POLICE DIVISION
EXTRA DUTY OFFICER EMPLOYMENT
CONTRACT INFORMATION**



Extra Duty Services Agreement

PLEASE READ CAREFULLY

The attached information is provided to explain the Standard Operating Procedures of the Hampton Police Division as they pertain to contractual hiring of extra duty police officers. It is important that you review the entire information packet to ensure there will be no confusion and your request can be handled as quickly as possible.

1) PROCEDURES FOR APPLICATION

- A. The Hampton Police Division is not required to provide additional law Enforcement services pursuant to this request but the request shall be approved at the discretion of the Chief of Police or his designee based on available staffing levels. A request will not be approved if it is in conflict with the law or values of the Hampton Police Division.
- B. Applicant may apply in person in the Extra Duty Office, located in the Police Division Special Projects Office. Completed original applications for Extra Duty Contracts must be received by the Extra Duty Office between the hours of 8:00 A.M. and 4:00 P.M. Monday through Friday, no less than seven (7) business days before the event.
- C. Requests received less than seven (7) business days in advance of the event will only be processed with the understanding that the assignment may not be filled and will be invoiced at each of the assigned officer(s)'s overtime rate. The extra duty coordinator with Hampton Police will notify you if they are unable to fulfill your request.
- D. Applications for Extra Duty Contracts must be completed in full at time of submission and submitted with a voided check of the account from which the Extra Duty will be paid. If a check is not available, applicant may submit a letter from the bank verifying that the account number and the company or person whose name it is in. Applications received without appropriate

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business or individual Tax Identification numbers and required banking information will not be processed.

- E. Upon receipt of your completed original contract application you will be contacted by a member of the Hampton Police Division Extra Duty Office to finalize your request.
- F. Extra duty commitments are scheduled for a minimum of four (4) hour periods or more. Officers will sign-up in advance exclusively for the event you have requested. Your request will be posted and filled by officers who are voluntarily working in addition to their regular duty assignments.
- G. The Extra Duty Office will make every effort to ensure your request is filled. However, your request may not be filled due to limited interest or availability of officers.

2) Types of Contracts

- 1. An **Extended Contract** is assigned when services of an officer(s) in an extra-duty capacity will be needed on a regular basis exceeding a two week period.
- 2. A **Standard Contract** is assigned when service of an officer(s) in an extra-duty capacity will be needed for a period of less than two (2) weeks.

NOTE: The final determination of the type of contract that will be assigned rests with the Administrative Branch Commander or their designee.

3) PAYMENT METHODS

- A. Customer will be billed within forty- five (45) days of the event by the City of Hampton Finance. Payment is due at the time of billing. Payments must be made to the City of Hampton Finance Office. No payments will be accepted by the Hampton Police Division.
- B. Should an event run over, the officer(s)'s hours may be extended only with permission of the shift commander on duty or the Extra Duty Coordinator and is dependent upon the availability of the officer. If this should occur, the customer must pay the additional charges to the City of Hampton Finance Office upon billing.

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C. OFFICERS ARE PROHIBITED FROM ACCEPTING ANY FORM OF PAYMENT. ALL PAYMENTS MUST BE PROCESSED THROUGH THE EXTRA DUTY OFFICE.

D. If your debt goes unpaid, the City of Hampton's Treasurer will institute against you any and all collection efforts available to that office under both state law and local ordinance.

4) RATES OF SERVICE:

A. The current rates charged for Extra Duty Services

(1) Officer in Charge (OIC) \$31.00 per hour per officer

(2) Each additional Officer \$28.00 per hour per officer

B. Events scheduled less than seven (7) business days in advance will be billed at each scheduled officer(s) overtime rate.

C. If your event falls on a National Holiday, the rate of service will be the assigned officer's overtime rate.

D. All officer assignments are calculated in quarter hour increments.

E. Current rates referenced above will be used when calculating bills for service unless notified in writing at least thirty (30) days prior to the effective date of any change. Upon receipt of such change, you will have at least ten (10) days to cancel such contract. If we do not receive written notice of cancellation prior to the effective date of such rate change, your contract shall remain in full force and effect subject to such changes.

F. An OIC is required when two or more officers are employed. Based on the size or type of event, Hampton Police Division may require additional officers to be hired to ensure the safety of the officers and civilians at the event location.

5) CANCELATIONS

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- a. **If your event is cancelled within 24 hours of the officers reporting time, you will be invoiced the equivalent of two (2) hours pay for each officer who was scheduled to work.**
- b. If an event is cancelled after the officer(s) scheduled report time, you will be invoiced for the equivalent of four (4) hours pay for each officer scheduled to work.
- c. Any cancellations to an event should be directed to 1st Sgt. Traci Brylewski by calling 757-726-6982 (Monday-Friday 8:00am-3:00pm) After hours, please email tbrylewski@hampton.gov or 757-897-5919 (emergency only) who will make notification to assigned officer.
- d. **The Hampton Police Division reserves the right to refuse or cancel off-duty work assignments that are in conflict with the law or values of the Police Division. Furthermore, the Police Division may recall officers for official duty when necessary for community safety.**