



# THE CITY OF **RALEIGH, NORTH CAROLINA**

POST OFFICE BOX 590 • RALEIGH, NORTH CAROLINA 27602 • 919-996-3385

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Greetings,

Thank you for contacting the Raleigh Police Department regarding the hiring of officers for off-duty employment. A *Contract for Secondary Employment of Raleigh Police Officer* must be completed and a Certificate of Insurance must be produced to accomplish this. Please carefully read over the instructions provided here.

## **CONTRACT**

When completing the contract, it is important to fill in the appropriate lines on page 1 and page 8:

- If the Secondary Employer is a corporation then a president or vice president must sign the contract-which must be attested to by another corporate officer. (*Note: the Notary should not simultaneously sign the Attest line on the contract*).
- If the organization is an LLC, then a Managing Member must be the signatory (an Attest is not required in the case of an LLC or in the case of a General Partnership).
- The notarization date must match the date signed by the Secondary Employer (page 8 of contract).

## **INSURANCE**

A Certificate of Insurance (C.O.I.) that shows liability and workers compensation coverage amounts as described in the contract must be provided. Employers must meet or exceed the city's liability requirements as well as the statutory limit of workers comp coverage. The name of the Secondary Employer must precisely match the name of the Insured party listed on the C.O.I.

It is not required to indicate the City of Raleigh as an "additional insured" party but the coverage limits must be in place and the Certificate Holder **must** list City of Raleigh/City Manager Post Office Box 590 Raleigh N.C. 27602.

**Additional Important Information:**

- Please be aware that the pay rate is \$35.00 per hour and the minimum length of a shift is 3 hours. A supervisor may be required due to the nature of the assignment or the number of officers working at the job site.
- Individual contracts must be prepared for each officer hired (e.g. – if 2 officers are to be hired then two contracts are needed, 3 officers hired=3 contracts, etc.)
- Under state law, officers providing law enforcement or security services must be considered employees of the business and may not work as independent contractors or be considered self-employed.
- Employers may have a marked patrol car *parked* at their business for \$25.00 per 12-hr. shift (unfortunately we may not pro-rate this for shorter duration). Or, a patrol car may be hired for *traffic control purposes* for \$150.00 per 12-hr. shift. Vehicles used in this capacity for periods of less than 6 hours will be billed at the rate of \$25.00 per hour.
- Officers may not receive cash and must be paid by check that is redeemable at a financial institution for the job assignment.
- Officers and their employers are responsible for complying with all applicable laws and regulations pertaining to state and federal income tax reporting.
- If a vehicle is hired, a separate invoice will be sent to the employer and remittance should be made to the City of Raleigh.
- Our office requests the original documents be used (not copies). Once completed, please make arrangements to have them delivered to the 1221 Front Street address.
  - *It is recommended to scan and e-mail a completed contract to our office for review before mailing/delivering the original documents.*

This process involves new job listings being entered into computer software so officers can see the positions and sign up for them. However, the jobs cannot be offered until we have insurance coverage in place (COI) and completed contract(s) in hand at our offices. **Adequate time is needed to “advertise” open positions so please do not wait until a day or two before your event to present us with the documents we request.**

After you have had a chance to review the contract and insurance requirements, please re-contact me either by phone or via e-mail so that we can finalize job assignment details and discuss any concerns or questions you may have.

Thank you! I look forward to hearing from you.

Sgt. Kyle Patchin  
Secondary Employment Coordinator  
Special Operations Division  
Raleigh Police Department  
(919) 996-1017, email: [Kyle.Patchin@raleighnc.gov](mailto:Kyle.Patchin@raleighnc.gov)