



NEW BERN POLICE DEPARTMENT
Request for Extra Duty Police Officer(s)

Terms and Conditions

All businesses, organizations, or individuals (“Employer”) hosting/organizing an event (“Event”) agree the following terms and conditions will apply to all extra-duty assignment requests of City of New Bern Police Department (“NBPd”) employees in any and all enforcement capacities. Lack of compliance to these terms and conditions will result in cancellation of services.

1. This form must be submitted at least five (5) business days prior to the date of the event.
2. Extra-duty assignments are voluntary employment opportunities for police officers (“extra-duty officers”), therefore, manpower cannot be guaranteed.
3. NBPd reserves all rights in the assignment of extra-duty officers and coordinators.
4. Extra-duty Officers will be in police uniform unless specified otherwise. Extra-duty officers will only perform law enforcement related duties and will not enforce any “house rules/regulations”.
5. The Employer will not interfere and/or attempt to influence decisions or actions made by the extra-duty officer(s).
6. Extra-duty officers are not permitted to work the interior portions of an “on-premises” licensed ABC establishment, without prior approval.
7. Extra-duty officers will be covered by the City of New Bern’s (“City”) workers’ compensation insurance only if performing a law enforcement related function at time of injury. The Employer will save harmless from and against any and all claims or liabilities resulting from employment and indemnify the City for any loss due to any injury of the extra-duty officer.

CANCELLATION POLICY

Once a request has been approved, 48 hours’ notice is required for cancellation.

1. The Employer must call NBPd’s non-emergency number at (252) 633-2020 of any cancellation of an extra-duty assignment 48 hours prior to the start of the assignment.
2. Failure to provide notification will require the Employer to compensate the extra-duty officer(s) for the minimum compensation as contained herein.
3. **Employers with a recurring assignment must notify NBPd of any changes at least fourteen (14) business days prior to the next scheduled event, and no less than thirty (30) days’ notice of cancellation of any extra-duty assignment.**

RATES OF PAY & REQUIREMENTS – 3hr Minimum

1. The rate of pay for extra-duty officers and city declared holidays are established by the Board of Aldermen annually and are maintained in the City’s schedule of fees and charges and are subject to change.
2. Employers will pay the officer(s) directly and according to all appropriate federal and state tax-reporting requirements. Payment is expected up-front at the time of services. Businesses may pay the officer(s) by cash or check; private parties/individuals must pay the extra-duty officers in cash.
3. If extra-duty officers remain on assignment longer than originally requested, the Employer will compensate each officer a full hour pay for any portion of an hour worked beyond fifteen (15) minutes.
4. Extra-duty officers involved in law enforcement actions remain employees of NBPd and are subject to all laws and all departmental policies and procedures and may be subject to emergency call-back. The Employer will not be responsible to compensate extra-duty officers for any time that extra-duty officers are called back from the extra-duty assignment to respond to police emergencies.
5. If an officer has to leave the Employer or Event premises to make an arrest for an incident related to the extra-duty assignment, the Employer shall only be responsible for compensating the extra-duty officer for the total hours originally established for the assignment. The City shall bear the additional cost associated with processing the arrest.

Regular Rate	Federal/City Holiday Rate
• \$27.00 per hour - 5am to 11pm	• \$35 per hour - 5am to 11pm
• \$35 per hour - 11pm to 5am	• \$40 per hour - 11pm to 5am

Number of Extra-duty Officers:	Will also Require:
1 - 4	No additional requirements
5 - 9	1 supervisor (rank of sergeant or higher).
10 - 14	1 supervisor (rank of sergeant or higher); AND 1 management level supervisor (rank of lieutenant or higher).
15 - 19	2 supervisors (rank of sergeant or higher); AND 1 management level supervisor (rank of lieutenant or higher).
20 or more	Staffed as directed by Chief of Police

Note: A supervisor's sole responsibility is to monitor the activity of the assigned extra-duty officers.

Please complete this form and email to: extraduty@newbernnc.gov. Requests will not be accepted without a completed form. Once approved, your form will be returned to you via the email you provide. If you have questions, please call (252) 672-4134.

Business/Organization (Employer):		POC Name & Number:	
Address:			
Email:			
Venue:		Event Date:	
Venue Address:			
Start time of Event:		End time of Event:	
Is the Event outdoors?		Contingent on weather?	
Recurring Event?		Recurrence Pattern:	
Will alcohol be on-site during your event? (Initial) YES _____ NO _____			
I am anticipating _____ of attendees (including children of any age).			
I am requesting _____ extra-duty officer(s) from _____ am/pm to _____ am/pm.			
Is the extra-duty officer(s) requested for traffic/security/both/other (please specify)?			
Signature: _____ Date: _____			

DO NOT WRITE BELOW THIS LINE

Approved: _____ Date: _____