



ASHLAND POLICE DEPARTMENT  
601 ENGLAND STREET  
ASHLAND, VA 23005  
804-798-1227



## Off Duty Employment Request and Guidelines

1. All business, organizations or individuals requesting the services of off duty police employment must submit this request. This form is not considered an agreement to work off-duty unless signed by the Chief of Police.
2. Off duty employment is voluntary therefore, while every attempt will be made to fill requests, staffing cannot be guaranteed.
3. The rate of pay for officers is \$30.00 per hour. Organizations employing four or more officers at the same time, in the same location, will be required to hire at least one onsite supervisor to provide direct supervision of the assigned officers. The rate of pay for onsite supervisors is \$37.00 per hour.
4. If officers remain on assignment longer than originally contracted, the employer will compensate each officer a full hour pay for any portion of an hour worked beyond 15 minutes.
5. Employers will be required to compensate officers a minimum of three hours, even if the assignment is of a shorter duration.
6. The employer must notify the Chief of Police or his designee of any cancellation at least 24 hours prior to the date of the scheduled employment. Failure to do so will require the employer to compensate the assigned officer(s) for a minimum of three (3) hours.
7. Payment will be made at the time service is rendered unless the Chief of Police has granted prior approval. Employers will pay either by check or money order. If standard deductions are not withheld, the employer will follow all appropriate Federal and State tax-reporting requirements.
8. Any police officer engaged in outside employment is subject to being called back to work in case of an emergency. He/she is expected to return to duty, immediately, regardless of prior outside employment arrangements.
9. The employer shall exercise no control over an off duty officer's enforcement of the law. No employer will interfere and/or attempt to influence decisions or actions made by the officer. The officer will not enforce any rules and regulations established by the employer that are not otherwise violations of the law.
10. The Town of Ashland does not provide liability insurance coverage or worker's compensation insurance unless the officer is injured while initiating an action under the authority of their position as a sworn law enforcement officer.



ASHLAND POLICE DEPARTMENT  
601 ENGLAND STREET  
ASHLAND, VA 23005  
804-798-1227



**Off Duty Employment Request**

BUSINESS \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

PHONE \_\_\_\_\_ TYPE OF BUSINESS \_\_\_\_\_

CONTACT PERSON ONSITE DAY OF EVENT: \_\_\_\_\_

NUMBER OF OFFICERS REQUESTD \_\_\_\_\_ IN UNIFORM: YES NO

DATE(S) OF ASSIGNMENT \_\_\_\_\_ LOCATION \_\_\_\_\_

REPORTING/ENDING TIME \_\_\_\_\_ LENGTH OF ASSIGNMENT: \_\_\_\_\_

WILL ALCOHOLIC BEVERAGES BE CONSUMMED ON THE PREMISES? YES\_\_ NO\_\_

IF YES, DOES AN ABC PERMIT NEED TO BE OBTAINED? YES\_\_ NO\_\_

HOW DOES BUSINESS INTEND TO PAY OFFICER(S) \_\_\_\_\_

**It is the understanding of this agreement that \_\_\_\_\_, the off duty employer, will pay the Ashland Police Officer(s) directly for the provided service. This is an off duty assignment and the officer is responsible for reporting all income to the IRS.**

**I have read and understand the guidelines for employment of off duty police personnel.**

\_\_\_\_\_  
SIGNATURE OF EMPLOYER

\_\_\_\_\_  
DATE

<b>I (APPROVE) (DIS-APPROVE) OF THIS REQUEST, FOR THE FOLLOWING REASONS:</b>	
_____ SIGNATURE OF CHIEF OF POLICE	_____ DATE