



CITY of SPRINGDALE

POLICE DEPARTMENT

ADMINISTRATION BUILDING
201 NORTH SPRING STREET
SPRINGDALE, ARKANSAS 72764
PHONE: (479) 756-8200
FAX: (479) 750-8148



APPLICATION FOR SECONDARY EMPLOYMENT OF LAW ENFORCEMENT

Person/Business Organization Hiring Officer(s): _____
Address: _____ City: _____ State: _____ Zip: _____
Contact Person: _____ Phone: _____ E-mail: _____
If Person, Driver's License & State: _____ Person SSN or Business Tax ID: _____

Event Title: _____ No. of Officers: _____ No. of Vehicles: _____
Traffic Security Uniform Non-Uniformed

SPD WILL MAKE THE FINAL DETERMINATION ON NUMBER OF OFFICERS AND UNITS, OR IF YOUR REQUEST WILL NEED UNIFORMED/NON-UNIFORMED OFFICERS.

Temporary Periodically (throughout year) Permanent (regular/daily basis)

Start Date: _____ End Date: _____ Start time: _____ End Time: _____
Reason for Police Security: _____
Job Location (include facility name and address): _____
Person Officer Will Report To: _____ Contact No. (Cell Phone Preferred): _____
Comments: _____

ALL REQUESTS ARE SUBJECT TO APPROVAL:

The Chief of Police, acting personally or through a designee, reserves the right to deny any application for secondary employment of law enforcement. Application approval is subject to guidelines set forth by SPD Policies and Procedures. SPD Police Officer employees engaged in Secondary Employment in an Off-duty capacity work as independent contractors or self-contractors. Local background checks are done on individuals requesting security for private functions.

TIMELINE SUBMISSION OF APPLICATION:

- Events that will have less than 500 attendees must be submitted no less than 14-business days prior to event.
- Events that will have 500 – 1,000 attendees must be submitted no less than 30-business days prior to event.
- Events that will have 1,000 or more attendees must be submitted no less than 60-business days prior to event.

OFFICER RESPONSIBILITIES:

Police officers, in uniform or plain clothes, are present for the enforcement of Federal and State laws and City Ordinances, to protect life and property and to keep the peace. A commissioned Springdale Police Officer, while working in a secondary employment capacity, **ARE PROHIBITED FROM ENFORCING HOUSE RULES**. House rules are defined as rules that are not specifically authorized by state or federal law, and are typically rules of the outside employment Contractor. Officers shall follow all Springdale Police Department (SPD) Policies and Procedures. Officers engaged in a Law Enforcement function in a secondary employment job will not refuse to assist any citizen requesting or needing assistance. Officers are expected to take necessary action in an attempt to assist citizens in need of help by calling on-duty officers, taking reports, effecting arrests, or providing any other services related with the duties of a police officer.

CONTRACTOR'S RESPONSIBILITIES:

The Contractor agrees to hold harmless SPD and all SPD personnel from losses of any kind caused while at the site of the off duty employment. All traffic control jobs must be inspected by SPD and approved for safety devices and placement before officers are allowed to work. Any traffic control job that involves road closures must have been previously approved and permits acquired by the appropriate city, state, federal agency (i.e. City of Springdale Street Department). Scheduling officers DOES NOT constitute safety approval.

REVOCATION FOR SECONDARY EMPLOYEMENT APPLICATION/PERMIT:

The Chief's designee will not approve any permit or Application by a prospective Contractor that does not meet the requirements of any SPD Policies and Procedures. REASONS FOR REVOCATION: Examples are for information purposes only and is not intended to be exclusive of other reasons not contained therein: a conflict of interest develops between the City and the outside Contractor; nonpayment of employees; Contractor is arrested; the Contractor is under investigation by the District and County Attorney's Office, or any Law Enforcement Agency for violations of law; the Contractor refuses to cooperate with an investigation related to the extra employment job; the job becomes controversial, such as labor or civil disputes; the Chief, acting personally or through a designee, reserves the right to deny any application or job.

EMPLOYEMENT RATE:

Temporary Jobs - payment is required at time service is rendered.
Periodically/Permanent Jobs - 2 weeks from date you receive invoice.

Officers: \$46.00 per hours.

City -Owned Vehicles: No additional fees.

CONTRACTOR'S ACKNOWLEDGEMENT OF ALL RESPONSIBILITIES AND RULES AS LISTED ABOVE

Signature of Contractor: _____ Print Name: _____ Date: _____

[For SPD Use Only]

Supervisor Signature _____ Date: _____ Approved Decline