



PORTSMOUTH POLICE DEPARTMENT

PRIDE . PROFESSIONALISM . DEDICATION

Process for Secondary Employment Exercising Law Enforcement Authority

Thank you for your interest in hiring off-duty police officers for Secondary Employment Exercising Law Enforcement Authority. All secondary employment must have the approval and agreement of the Chief of Police.

In order to approve your potential secondary employment, please note the following:

- While the secondary employment is approved for officers to work, there exists no compulsion for officers to work the opportunity. Shifts will be filled on a voluntary basis, and some requests may be unfilled.
- All secondary employment with Law Enforcement Authority must occur within the City of Portsmouth (jurisdictional limitations).
- Officers working secondary employment are employees/contractors of the hiring entity. The hiring entity is responsible for income reporting and liability insurance.
- The agreement document must be signed/executed by a person lawfully able to bind the Organization or Individual hiring officers to the noted terms.
- Please complete the Secondary Employment Contract form, top paragraph, items 1-6, and “Organization/Individual name, title, signature, and date.” Individual officers will utilize this form to acknowledge acceptance of the terms and internal department approval.
- The complete package must be submitted to the Part Time/Extra Duty Coordinator, Sgt. Mark Luck, a minimum of seven (7) business days before the work is to commence.
- The package will be reviewed by the Chief of Police prior to acceptance/agreement.

Sgt. Mark Luck
Extra Duty Coordinator
policeextradutyofficer@portsmouthva.gov

Attachments:

Agreement
Officer Contract