



Mecklenburg County SHERIFF

700 East Fourth Street
Charlotte, NC
28202

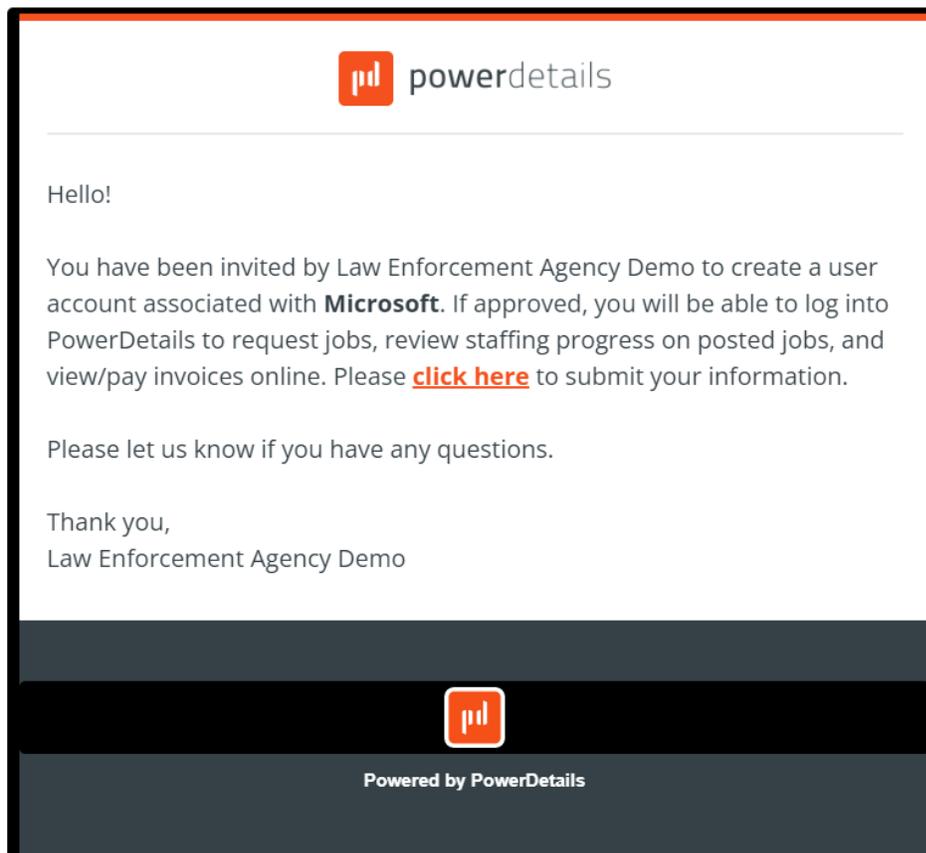
Secondary Employment
Coordinator:
980-314-5003

New Employer Registration Guide

Once your application is approved you will receive an invitation to the platform PowerDetails, the process is pretty short and simple.

Employers whose requests are denied will be notified and will not receive an invitation to the platform PowerDetails.

You will receive an email from alert@powerdetails.com. Similar to the picture below. **It may show CMPD (Charlotte Mecklenburg Police Department) somewhere on the page. This is only because CMPD owns the rights to the platform, and the account is not changing from the Mecklenburg County Sheriff's Office (MCSO).**



You will need to click on the link in the email. That will take you to the Employer User Registration Page for PowerDetails.

From there, you just need to fill out the forms and agree to the terms. Completion of this will setup your user account for the employer in PowerDetails.

Please check your junk or spam folder for this email. You will not be able to continue secondary employment without registering it.

Informative guide addressed below:

1. All off-duty for MCSO will need to be scheduled and paid through the new PowerDetails platform. However, there are two exceptions for paying in PowerDetails (scheduling will still be done in PowerDetails):
 - a. The off-duty employer hires the officer as a W-2 employee (withholds taxes) or,
 - b. The off-duty employer pays the officers the day of the job (cannot be the next day).
2. The new system accepts payments in two forms, ACH and credit card.
 - a. The system is set up for weekly invoices. All jobs for each location or account will be included on one invoice. When the off-duty employer pays the invoice, the money from that invoice will be routed to all of the officers listed on the invoice.
3. Fees
 - a. Payment processing fees.
 1. These fees will be assessed on each payment transaction or either 2% for ACH payment or 4.5% for credit card payment. This begins when the system goes live.
 - b. CMPD Fee
 1. CMPD will begin collecting a fee January 1, 2024, for every hour billed. The fee begins at \$.25/hour. The fees will be included on every invoice paid through the system. This fee goes directly to CMPD and not to the MCSO, CMPD is the holder of the platform that MCSO utilizes. The CMPD Fee is a non-regulatory user fee to recoup the total costs associated with the secondary employment program and is set annually through the City of Charlotte Budget appropriation and shall not exceed the total operating cost of the CMPD Secondary Employment Program.
 2. If a job is not paid through PowerDetails, the off-duty employer will be sent a monthly invoice for just the CMPD Fee.

- c. Attached below is a copy of CMPD/MCSO fee and rate schedule for the next several years. This schedule is subject to change.

5-year Flat Fee	1-Jan-2024	1-Jul-2024	1-Jul-2025	1-Jul-2026	1-Jul-2027	1-Jul-2028	1-Jul-2029
ACH Fees	2%	2%	2%	2%	2%	2%	2%
Credit Card Fees	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%
MCSO Minimum Hourly Rate	\$42 per hour	\$46 per hour	\$46 per hour	\$50 per hour	\$50 per hour	\$54 per hour	\$54 per hour
MCSO Special Events Rate (officer)	\$63 per hour	\$69 per hour	\$69 per hour	\$75 per hour	\$75 per hour	\$81 per hour	\$81 per hour
CMPD Fee (charged per hour, per officer)	\$0.25	\$0.25	\$0.50	\$0.50	\$1.00	\$1.00	\$1.25