



Mecklenburg County SHERIFF

700 East Fourth Street
Charlotte, NC
28202

Secondary Employment
Coordinator:
980-314-5003

Terms & Conditions of Off-Duty Employment For Deputy Sheriff(s)

This information is provided for persons or organizations wishing to employ Off-Duty Deputy Sheriffs for security and traffic control needs:

1. The secondary employment of Off-Duty Deputy Sheriffs is limited to those jobs that, by their nature, will not detract from the image of the Mecklenburg County Sheriff's Office.
2. The employing agent must complete and submit an **Off-Duty Employment Job-Site Application** for approval. The application will be approved or denied based on the type of business and needs of those requesting employment of Off-Duty Deputy(s). This application must be approved before procuring the employment of Off-Duty Deputy(s).
3. The employing agent is paying for the services of a Law Enforcement Officer and *shall not dictate to the Deputy matters concerning the enforcement of law*. All Federal and North Carolina state laws, in addition to city and county ordinances, will be enforced. *A deputy is prohibited from enforcing businesses policies, procedures, or regulations, and will not do so.*
4. An employing agent will be required to compensate the assigned Deputy for a minimum of three (3) hours regardless the duration of the assignment. If an employer wishes to cancel a job, the Secondary Employment Office must be notified at least 24 hours in advance before the job begins. Notification of a cancellation to the secondary employment office should be made during hours of business operations 08:00am – 5:00pm. A cancellation may be made through a job site coordinator if the employer is assigned one. If an employer fails to notify the Secondary Employment Office or the job site coordinator of a cancellation within 24 hours before a job begins, the employer will be required to compensate for three (3) hours at the minimum hourly rate.
5. When a request is made for more than three Deputy Sheriffs, the fourth assigned will be a supervisor. The hourly rate of a supervisor will be at a higher rate than that of a Deputy.
6. When an employing agent decides there is a need to extend the time for a Deputy to remain at the assignment beyond that which was scheduled, and the Deputy already assigned at the site is able to work, the Deputy shall be compensated at the minimum established rate for each hour worked per Deputy. A full hour of pay shall be given for any portion of an hour worked beyond the regular scheduled time. The Mecklenburg County Sheriff's Office may have to call a Deputy off of a secondary employment assignment for agency needs at any time deemed necessary. Number 4 of this Terms & Conditions will not be in effect, and the employer will not be responsible for compensating for any time not worked during an event of this circumstance.
7. The minimum hourly rate for each Deputy Sheriff is **\$46.00** per hour unless the nature of the event dictates a higher hourly rate. The minimum hourly rate of pay for school traffic functions will increase to **\$65.00** per shift if the shift is one hour or less.
8. Payments for secondary employment jobs will be processed through the secondary employment system (PowerDetails) through credit card, 4% processing fee, or ACH, 2.5% processing fee, with the following exceptions:
 - a. The deputy is an employee hired by the employer, and the employer withholds income tax, Social Security, and Medicare from the wages paid to the deputy and will receive a W-2 form from the employer.
 - b. The deputy receives payment immediately, same day, upon completing the secondary employment job. Payment may be received via cash or check.
9. The secondary employment of Off-Duty Deputy Sheriffs is limited to those jobs that, by their nature, will not detract from the image of the Mecklenburg County Sheriff's Office.
10. The employing agent must complete and submit an **Off-Duty Employment Job-Site Application** for approval. The application will be approved or denied based on the type of business and needs of those requesting employment of Off-Duty Deputy(s). This application must be approved before procuring the employment of Off-Duty Deputy(s).
11. The employing agent is paying for the services of a Law Enforcement Officer and *shall not dictate to the Deputy matters concerning the enforcement of law*. All Federal and North Carolina state laws, in addition to city and county ordinances, will be enforced. *A deputy is prohibited from enforcing businesses policies, procedures, or regulations, and will not do so.*
12. An employing agent will be required to compensate the assigned Deputy for a minimum of three (3) hours regardless the duration of the assignment. If an employer wishes to cancel a job, the Secondary Employment Office must be notified at least 24 hours in advance before the job

begins. Notification of a cancellation to the secondary employment office should be made during hours of business operations 08:00am – 5:00pm.

A cancellation may be made through a job site coordinator if the employer is assigned one. If an employer fails to notify the Secondary Employment Office or the job site coordinator of a cancellation within 24 hours before a job begins, the employer will be required to compensate for three (3) hours at the minimum hourly rate.

13. When a request is made for more than three Deputy Sheriffs, the fourth assigned will be a supervisor. The hourly rate of a supervisor will be at a higher rate than that of a Deputy.
14. When an employing agent decides there is a need to extend the time for a Deputy to remain at the assignment beyond that which was scheduled, and the Deputy already assigned at the site is able to work, the Deputy shall be compensated at the minimum established rate for each hour worked per Deputy. A full hour of pay shall be given for any portion of an hour worked beyond the regular scheduled time. The Mecklenburg County Sheriff's Office may have to call a Deputy off of a secondary employment assignment for agency needs at any time deemed necessary. Number 4 of this Terms & Conditions will not be in effect, and the employer will not be responsible for compensating for any time not worked during an event of this circumstance.
15. The minimum hourly rate for each Deputy Sheriff is **\$46.00** per hour unless the nature of the event dictates a higher hourly rate. The minimum hourly rate of pay for school traffic functions will increase to **\$65.00** per shift if the shift is one hour or less.
16. Payments for secondary employment jobs will be processed through the secondary employment system (PowerDetails) through credit card, 4% processing fee, or ACH, 2.5% processing fee, with the following exceptions:
 - a. The deputy is an employee hired by the employer, and the employer withholds income tax, Social Security, and Medicare from the wages paid to the deputy and will receive a W-2 form from the employer.
 - b. The deputy receives payment immediately, same day, upon completing the secondary employment job. Payment may be received via cash or check.

For further information, please contact the Secondary Employment Office at 980-314-5003, or by e-mail at: OffDutySheriff@mecknc.gov

All pages of this form, with required signatures, must be submitted to the secondary Employment Office prior to the employment of any Off-Duty Deputy Sheriff.

As the owner/manager or managing agent for this business, organization, or firm, I do hereby agree to the above terms and conditions of the employment of Off-Duty Deputy Sheriff(s) as indicated by my signature below:

Name of Business:

Email Address:

Signature of Owner/Manager Etc.:

Date:

Printed Name of Owner/Manager Etc.:

Date:

Job-Site Employer Information:

Company submitting request:

Company's physical address:

Owner/Manager making request:

Owner/Manager's phone number:

Type of Business:

If other, please describe:

Type of duty to be performed:

Vehicle required?

Yes No

Describe why you are requesting plainclothes security:

Owner/Manager in charge:

Briefly describe duties to be performed:

Owner/Manager in charge phone number:	
Hours you wish worked daily:	Number of days you expect to be worked weekly:
Select method of Payment:	W-2:
Payment via PowerDetails (direct deposit):	Cash/Check <u>same day</u> :

Deputy Information:

Deputy submitting application: (if applicable)	Date:
Deputy assigned as job-site coordinator:	

Review:

Approved	Denied	Special Provisions:
Reviewed by:		Secondary Employment Signature:

Off-Duty Employment Job-Site Application
 General Order #12, Attachment No. 3
 Revised 1/28/2025

