



# MECKLENBURG COUNTY S H E R I F F

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.
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.
7. The minimum hourly rate for each Deputy Sheriff is \$42.00 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 \$53.00 per shift if the shift is less than one hour.

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

*Both the "Off-Duty Employment Job-Site Application" and this signed page of the "Terms & Conditions of Off-Duty Employment for Deputy Sheriff(s)" 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 indicted by my signature below.

Name of Business:

Signature of Owner/Manager etc:

Date:

Printed Name of Owner Manager etc:

Date:



# MECKLENBURG COUNTY SHERIFF

700 East Fourth Street  
Charlotte, NC  
28202

Secondary Employment  
Coordinator:  
980-314-5003

## OFF-DUTY EMPLOYMENT JOB-SITE APPLICATION

### JOB-SITE EMPLOYER INFORMATION

Company submitting request:	Company's physical address:
Owner/Manager making request:	Owner/Manager's phone number:
Type of business: <input type="checkbox"/> Retail <input type="checkbox"/> Church <input type="checkbox"/> School <input type="checkbox"/> Other If Other, please describe:	Type of duty to be performed: <input type="checkbox"/> Uniform Security <input type="checkbox"/> Traffic <input type="checkbox"/> Plain Clothes Security Vehicle required? <input type="checkbox"/> Yes <input type="checkbox"/> No Describe why you are requesting plainclothes security:
Owner/Manager in charge:	
Phone number of Owner/Manager in charge:	Briefly describe duties to be performed:
Hours you wish worked daily:	Number of days you expect to be worked weekly:

### DEPUTY INFORMATION

Deputy submitting application (if applicable):	Date:
Deputy assigned as Job-Site Coordinator:	

### REVIEW

<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Special Provisions:
Reviewed by:	Secondary Employment Signature: