



# THE CITY OF **RALEIGH, NORTH CAROLINA** POST

OFFICE BOX 590 • RALEIGH, NORTH CAROLINA 27602 • 919-996-3385

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Greetings,

Thank you for contacting the Raleigh Police Department regarding the hiring of officers for off-duty employment. A *Contract for Secondary Employment of Raleigh Police Officer* must be completed, and a Certificate of Insurance must be produced to accomplish this. Please carefully read over the instructions provided here. We generally need 2 to 3 weeks advance notice and coverage is not guaranteed. Even though we ask for ample time to get everything done, this can be done though in as little as 24 hours if we have all the documents we need back at our office.

## **CONTRACT**

When completing the contract, it is important to fill in the appropriate lines on page 1 and page 8:

- If the Secondary Employer is a corporation, then a president or vice president must sign the contract.
- If the organization is an LLC, then a Managing Member must be the signatory (an Attest is not required in the case of an LLC or in the case of a General Partnership).
- The notarization date must match the date signed by the Secondary Employer (Page 8 of contract).

## **INSURANCE**

A Certificate of Insurance (C.O.I.) that shows liability and workers compensation coverage amounts as described in the contract must be provided. Employers must meet or exceed the city's liability requirements as well as the statutory limit of workers comp coverage. The name of the Secondary Employer must precisely match the name of the Insured party listed on the C.O.I.

It is not required to indicate the City of Raleigh as an "additional insured" party, but the coverage limits must be in place and the Certificate Holder **must** list City of Raleigh/City Manager Post Office Box 590 Raleigh N.C. 27602.

**Additional Important Information:**

- Please be aware that the pay rate is a minimum of \$45.00 per hour and the minimum length of a shift is 3 hours. Any job with five or more officers will require a supervisor. The minimum rate for the supervisor position will be \$55.00/hr. All supervisory position rates will be compensated \$10.00/hr. above the current officer position rate. Secondary Employers may offer a higher hourly rate by sending an email that to [RPDOFFDUTY@raleighnc.gov](mailto:RPDOFFDUTY@raleighnc.gov). A supervisor may be required due to the nature of the assignment or the number of officers working at the job site.
- Officers may not receive cash and must be paid by check that is redeemable at a financial institution for the job assignment.
- Officers and their employers are responsible for complying with all applicable laws and regulations pertaining to state and federal income tax reporting.
- Once completed, please email the COI and contract to [RPDoffduty@raleighnc.gov](mailto:RPDoffduty@raleighnc.gov)

This process involves new job listings being entered into computer software so officers can see the positions and sign up for them. However, the jobs cannot be offered until we have insurance coverage in place (COI) and completed contract(s) emailed to [RPDoffduty@raleighnc.gov](mailto:RPDoffduty@raleighnc.gov).

**Adequate time is needed to “advertise” open positions so please do not wait until a day or two before your event to present us with the documents we request.**

After you have had a chance to review the contract and insurance requirements, please contact me either by phone or via e-mail so that we can finalize job assignment details and discuss any concerns or questions you may have.

Thank you! I look forward to hearing from you.

Sgt. Christopher Pierce  
Secondary Employment Coordinator  
Special Operations Division  
Raleigh Police Department  
(919) 996-1586, email: [RPDoffduty@raleighnc.gov](mailto:RPDoffduty@raleighnc.gov)