



Office of the Sheriff Northampton County

5211 The Hornes • P.O. Box 68 • Eastville, Virginia 23347-0068
Telephone (757) 678-0495 • Fax (757) 678-0494



David L. Doughty, Jr.
Sheriff

Northampton County Sheriff's Office Application and Agreement to Hire Supplemental Employment Deputies

The Northampton County Sheriff's Office allows employees who are sworn deputy sheriff's to work in a Secondary Employment capacity in accordance with Sheriff Office policies, state and local laws. Beginning September 13, 2016, law enforcement services provided by Northampton County Deputies will be coordinated through the Northampton County Sheriff's Office utilizing a Secondary Employment Agreement.

A Northampton County Sheriff's Office Deputy's primary responsibility while working in an "Off Duty" status, in uniform or plain clothes, is the enforcement of federal and state laws and county ordinances; to protect life and property and to keep the peace. Deputies engaged in a secondary employment job will not refuse to assist any citizen requesting or needing assistance and can be called away from any secondary employment job if an emergency arises.

All requests to hire deputies are subject to approval. The Northampton County Sheriff has the right to refuse any request to hire deputies. Local background checks may be performed on individuals requesting to hire deputies for private functions. Because the Sheriff's primary responsibility is to the citizens of Northampton County, there is no guarantee that a request will be approved.

When requesting law enforcement services, you will need to complete the "Northampton County Sheriff's Office Application and Agreement to Hire Supplemental Employment Deputies" form that can be found at www.co.northampton.va.us/publicsafety/sheriff.html. You may also obtain a form by contacting Major Mike Smith at 757-678-0440 extension 761. The form must be submitted to Major Mike Smith at least 10 days in advance of the event. Requests for law enforcement services will be coordinated by Major Mike Smith and managed by Sergeant Frank Sterling. Please read over the details on costs, staffing and insurance. If you have any questions please contact Major Mike Smith. It is the responsibility of the requestor to obtain all necessary permits if applicable to the event.

COSTS: The requestor will pay Northampton County \$36.00 per deputy per hour worked, with a minimum of 3 hours per deputy. On holidays the rate is \$54.00 per deputy per hour worked. If the request is cancelled less than 24 hours prior to the scheduled start time of the event, the requestor is responsible for the 3 hour per deputy minimum payment. Any request involving 5 or more deputies requires the assignment of 1 Supervisory Deputy for each group of 5 deputies. The supervisor rate of pay is \$48.00 per hour. On holidays the rate is \$72.00 per supervisor per hour worked.

VEHICLE COSTS: If the employment assignment requires the use of a Sheriff's vehicle, the requester shall pay a flat rate of \$20.00 for each parked/non-running vehicle and \$10.00 per hour for a running vehicle.

STAFFING: The Northampton County Sheriff's Office makes no guarantee that a sufficient number of deputies will be available for an event. Deputy participation in secondary employment is voluntary. If an insufficient number of deputies are identified for an event, the Sheriff's Office will give notice to the requestor as soon as practical. The Sheriff may, at his discretion, cancel any or all secondary employment at any time due to a public safety emergency.

INSURANCE: The requestor will be required to have Commercial General Liability Insurance covering the requester as insured, and naming Northampton County as an additional insured, with no less than the following limits of liability: Bodily injury, death and property damage of \$1,000,000 for each claim and \$2,000,000 in the aggregate. This policy shall also be endorsed for contractual liability in the same amount. When submitting an application, please provide proof of the required insurance with endorsement (Certificate of Liability Insurance).

INDEMNIFICATION AGREEMENT: The requestor shall indemnify, defend and hold harmless Northampton County, the Northampton County Sheriff's Office, its deputies, employees and agents against any and all claims, losses, liabilities, damages, demands and actions, including payment of attorney fees, arising out of or resulting from the performance of the service provided pursuant to the Agreement.

PAYMENT: The payment shall be made at least 24 hours in advance of the event. Other arrangements can be made with Sheriff's approval. A final invoice or refund will be made if there is a difference between the amount paid and actual costs. There is a \$25.00 charge for returned checks.



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NOTICE TO REQUESTOR

The assigned deputies are at all times subject to the policies of the Northampton County Sheriff's Office and the rules and regulations governing employees of the Sheriff's Office. Deputies will only be permitted to perform law enforcement related functions. The requestor has no authority over Sheriff's Office personnel and is restricted to providing only a general assignment of tasks to be performed by the deputy. The direction given will never supersede Sheriff's Office policy and procedure. Secondary employment deputies remain under the exclusive control of the Sheriff and are accountable for strict adherence to the Sheriff's Office rules and regulations. The deputy will refuse to perform any duties deemed to be in conflict with the guidelines established by the Sheriff's Office. If during the event a deputy is involved in a law enforcement action, such as an arrest, the deputy shall remain in the paid secondary employment status until the offender has been processed. In most cases, the deputy will not be replaced while absent from the event.

I swear and affirm that the information provided is a complete and accurate reflection of the event for which I am requesting Secondary Employment deputies. I understand that failure to provide a complete and accurate description is grounds for immediate termination of the assignment to the event.

SIGNATURE OF REQUESTOR _____ DATE _____

REQUESTOR NAME (PRINT) _____

Following review of the application and agreement, the Secondary Employment Coordinator will contact you regarding the status of your request.

If this request represents a recurring or ongoing assignment, you may be asked to provide a detailed schedule or monthly calendar.

SHERIFF'S OFFICE USE ONLY

APPROVED _____ Denied _____

Notes:



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BUSINESS/AGENCY NAME: _____

NAME OF CONTACT: _____ PHONE: _____

EMAIL: _____ FAX: _____

Date(s) Needed: _____ Start Time: _____ End Time: _____

Number of Deputies Requested: _____ Marked Car Needed: Yes _____ No _____

Maximum Number of People Expected to Attend: _____ Will Alcohol Be Consumed: Yes _____ No _____

Address of Event: _____

Street

City

State

Zip

Billing Address: _____

Street

City

State

Zip

Nature of Duties:

Contact Info: Major Mike Smith
P.O. Box 68
5211 The Hornes
Eastville, Va. 23347

Business Hours (M-F 8am-5pm): 757-678-0440 ext. 761

Fax Number: (757) 678-0494

Email Address: msmith@co.northampton.va.us

Signature: I have read, understand, and agree to the requirements described for Secondary Employment of Northampton County Sheriff's Deputies. I also understand this request may not be filled due to the voluntary nature of this program.

Signed: _____

Date: _____