

# *Coeur d'Alene Police Department*

## **TEMPORARY EMPLOYMENT AGREEMENT TO BE COMPLETED BY ALL EMPLOYERS**

NAME OF POTENTIAL EMPLOYER: \_\_\_\_\_

NAME OF BUSINESS: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

NAME OF SITE SUPERVISOR: \_\_\_\_\_

Length of Temporary Employment: \_\_\_\_\_ Total Hours: \_\_\_\_\_

Start Date: \_\_\_\_\_ Start Time: \_\_\_\_\_

End Date: \_\_\_\_\_ End Time: \_\_\_\_\_

Number of Officers Requested: \_\_\_\_\_

Location of Job Site: \_\_\_\_\_

Person to Contact at Job Site: \_\_\_\_\_

Phone Number of Contact Person: \_\_\_\_\_

TYPE OF WORK (Check one): Traffic Control:  Security: \*\*

\*\*Any establishment whose primary source of income is from liquor **MUST** provide a description of job duties to be performed by the Coeur d'Alene Police Department (CPD) member.

1. Payment is required before the start of job. If payment is NOT received before start of job, officers will leave the job site before beginning job.
2. Payment shall be in the form of cash, check, or money order only.
3. The Officer's acceptance of employment is conditioned upon approval of the Chief of Police.
4. The Officer's working conditions and demeanor are subject to onsite inspection and review by the Coeur d'Alene Police Department.
5. Any employment of uniformed Off-Duty Coeur d'Alene officers **MUST** be arranged with the Off Duty Hiring Coordinator of the Coeur d'Alene Police Department. The Police Department reserves the right to cancel or terminate any Off-Duty work agreement or engagement in emergency and other situations as determined by the Chief of Police or designee.

6. Officers are considered to be employees of the Coeur d'Alene Police Department for the purposes of Worker's Compensation Laws.
7. The temporary employer will cooperate fully in the prosecution of any arrests resulting from this temporary employment.
8. Police related temporary employment is authorized **ONLY** within the boundaries of the City of Coeur d'Alene.
9. The fee for Off Duty Officers will be according to the following schedule and requires a TWO HOUR minimum:
 

- Sworn Police Officer-	\$35.00 per hour
- Sworn Police Supervisor (when 4 or more officers are needed)-	\$48.00 per hour
- Sworn Lieutenant - (Required for events with 8 or more officers)	\$60.00 per hour
- Marked vehicle (for traffic control duties, if required)- (minimum charge \$20.00 per vehicle)	\$20.00 per four hours
- Processing fee-	\$25.00

Traffic Control: When roadway construction or traffic control is needed and the Coeur d'Alene Police Officer is stationed in the roadway and/or the job impedes the flow of traffic, a fully marked police vehicle will be required and billed at the rate of \$20.00 per four (4) hours. Minimum charge will be \$20.00 per job.

Cancellation: 24 hours cancellation notice is required in writing, otherwise the minimum 2 hours will be paid to the officer. 72 hours notice will be needed prior to hiring any Officer.

**POTENTIAL TEMPORARY EMPLOYER'S CERTIFICATION**

I have read, understand, and agree to the conditions for employment outlined in this agreement.

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Signature of Temporary Employer Date

Approved  Not Approved

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Chief of Police or Designee Date

**Form must be received 72 hours prior to start of job.** Please forward this form to:

Off-Duty Hiring Coordinator  
 Coeur d'Alene Police Department  
 3818 Schreiber Way, Coeur d'Alene ID 83815  
 Phone (208) 769-2320 - Fax (208) 769-2307