

LANCASTER COUNTY SHERIFF
Request to Hire an Off-duty Deputy

The Lancaster County Sheriff Office recognizes that allowing deputies to work in an off-duty Law Enforcement capacity is a force multiplier and enhances the safety and security of the community we serve. The job in which an Off-duty Deputy may perform must have as its primary function the enforcement of applicable State and Local laws. Deputies will also abide by all Standard Operating Procedures, Rules and Regulations of the Lancaster County Sheriff's Office. Employers should be aware that off-duty deputies do not arrest for violations of any rule and/or regulation of the employer that is not a violation of State Statute.

WHAT: Please state the purpose for hiring an Off-duty Deputy and nature of the function for which the Deputy is being hired.

WHEN: Please give dates and times when Deputy is needed. There is a three hour minimum pay requirement for all Off-duty work.

Date: _____ Time: From _____ to _____
Date: _____ Time: From _____ to _____
Date: _____ Time: From _____ to _____
Date: _____ Time: From _____ to _____

Number of Deputies needed: _____

LOCATION: Please give the exact location of where the Deputy will be asked to work.

PAY: \$32.00 per hour with a minimum of three hours

CONTACT PERSON _____

Phone #: Cell _____ - _____ - _____ **Work or Home:** _____ - _____ - _____

All Off-duty employment activities of Lancaster County Deputies are conditioned upon the receipt of prior approval from the Sheriff, or his designee, to engage in said temporary employment activities.

All off-duty employment at temporary work sites under this Agreement will be arranged with the Lancaster County Sheriff Administrative Support Division.

All Lancaster County Deputies working off-duty jobs pursuant to this Agreement are subject to mobilization by Lancaster County in the event of an emergency, or pursuant to Lancaster County bona fide staffing needs.

The Sheriff or his designee may cancel or terminate any off-duty, temporary work assignment under this Agreement whenever necessitated by virtue of a police or community emergency, and for any other situations where, under the circumstances, said cancellation or termination is deemed appropriate by the Sheriff or his designee.

The Contractor must cooperate fully in the identification, apprehension and prosecution of any person involved in any crime that occurs at any temporary work site while a Lancaster County Deputy staffs the same pursuant to this Agreement.

This Agreement must be executed prior to any staffing of off-duty personnel to a temporary site.

The Contractor must purchase and maintain the insurance required by this Agreement, as evidenced by a Certificate of Insurance, prior to the commencement of any Lancaster County staffing at any off-duty work site. The Certificate of Insurance must be completed and filed with the Lancaster County Administrative Support Division prior to the commencement of any Off-duty employment under this Agreement.

- Contractor must maintain a Certificate of Liability Insurance with a limit of not less than \$1,000,000 in general liability coverage.

- Statutory Workers Compensation Insurance if required. (Not required on contract labor) Permanent Off-duty jobs, as defined by the Lancaster County Sheriff's Office, will require proof of Worker's Compensation Insurance.

On behalf of the employer/contractor, I certify that I have the authority to make this certification and agreement.

By: _____
Authorized Representative Signature Printed Name

Title: _____

Date: _____

Witnessed by: _____ Title _____

CC:
Lancaster County Sheriff
Administrative Support Division
402-441-8896