



POLICE DEPARTMENT
CITY OF NEWARK

220 South Main Street · Newark, Delaware 19711
302.366.7100 · Fax 302.366.7115 · newarkde.gov

Agreement and Application to Hire Extra-Duty Newark Police Officers

Thank you for your interest in hiring a City of Newark Police Officer for your event or security concern. The process of hiring an officer begins with the steps outlines below. If you have any questions about this process, please contact the Special Enforcement Division Commander at (302) 366-7100 option 7, then option 4.

- Please complete the contract completely and make sure to include the name of the individual and/or organization fiscally responsible for payment. Failure to fill out the user agreement and the indemnification agreement completely and properly will result in denial of service.
- Upon return of properly completed documentation, the Lieutenant and the Chief of Police will review your request to determine if it fits the criteria for approval. This process may take several days, so please return your completed documents promptly.
- The City of Newark's policy is to attempt to fill all jobs. We make no guarantee that your request will be filled.
- Completed forms can be mailed or email to the following:

Newark Police Department
220 South Main Street
Newark, DE 19711
Attn: Special Enforcement Division
policeforms@newark.de.us

- Current Rate \$81.00 per hour



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EXTRA-DUTY ASSIGNMENT POLICIES

1. Officers can perform law enforcement functions only.
2. No job can begin until the application, user agreement and indemnification agreement are completed, signed and returned to:

Newark Police Department
220 South Main Street
Newark, DE 19711
Attn: Special Enforcement Division
policeforms@newark.de.us
3. The Newark Police Department requires a phone call to the designated point of contact at least four (4) hours prior for events that are going to be cancelled due to weather. For all other cancellations, 24-hour notice to the designated point of contact is required. If the required notice is not given, the user will be charged for paying each scheduled officer for the job.
 - a. **The point of contact for all cancellations is POLICE DISPATCH (302) 366-7111.**
4. For Officer and public safety, a minimum number of officers may be required for an event. The Newark Police Department reserves the right to determine the number of officers required for the duty requested in your application. **This is not a negotiable term.**
5. To ensure clear and direct communications, our staff will deal with one person as a primary contact. One alternate may be selected.
6. All schedule changes are to be communicated to the Special Enforcement Division Commander.
7. Officers must be hired for a minimum three (3) hours for extra duty assignments.
8. For a one-time job, a signed application/agreement is due a minimum of five (5) business days prior to the event.
9. For ongoing or long-term jobs, a signed application/agreement is required before the job is scheduled. Therefore, fees are due thirty (30) days from the invoice date. Cancellation of a job will be considered as the event the fees become sixty (60) days delinquent.



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10. Only City of Newark owned vehicles and assets may be used by officers working off-duty.
11. The Newark Police Department may, at its discretion, cancel any off-duty jobs due to departmental conflicts.
12. Several types of job request are automatically refused. The following is a non-inclusive list of such job types: the direct sale/distribution of alcoholic beverages, bail bond agencies, investigative work for insurance agencies, private investigators, private guard service (including bodyguard), collection agencies, attorneys conducting any type of investigative services, jobs outside the incorporated areas of the City of Newark, jobs involving civil matters such as labor disputes, landlord/tenant disputes, etc.



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NEWARK POLICE DEPARTMENT INDEMNIFICATION AGREEMENT

_____ shall indemnify, defend, and hold harmless the City of Newark, its officers, employees and agents from and against any and all claims, losses, liabilities, damages, demands and actions, including payment of reasonable attorney's fees, arising out of or resulting from the performance of the service provided pursuant to the User Agreement.

User Name (Print)

User Signature

Date



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NEWARK POLICE DEPARTMENT
APPLICATION
EXTRA-DUTY POLICE ASSIGNMENT

Person or Hiring Organization: _____

Contact Name: _____

Alternate Contact Name: _____

Billing Address: _____

City/State/Zip Code: _____

Phone: _____ Alternate phone: _____ Fax: _____

Date of Event: _____ Time Start: _____ Time End: _____

Address of Event: _____

Person officer(s) report to (if different from Contact Person): _____

Type of Event: _____ Estimated Attendance: _____

Estimated length of event: _____

Number of officers requested/needed: _____

(Note: Police Department determines the number of officers required if application is accepted)

Serving Alcohol (circle yes / no): YES NO

Types of duties requested (e.g. security, traffic, fixed post): _____



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**NEWARK POLICE DEPARTMENT
APPLICATION
EXTRA-DUTY POLICE ASSIGNMENT**

Please review all information above for accuracy. Your signature below guarantees that you will abide by the Extra-Duty Assignment Polices and that you will pay all fees when billed by the City of Newark.

Officers can perform law enforcement functions only, which include, but are not limited to, enforcing law and ordinances; patrolling; responding to calls for service; giving information and assistance; making property checks; reporting and/or investigation suspicious, unusual or hazardous conditions; interviewing and taking statements from victims, suspects and witnesses; preparing reports; and searching, transporting and booking prisoners. By executing the attached indemnity agreement, the user agrees to indemnify the City of Newark for any losses or damages cause in connection with the performance of services provided pursuant to this agreement.

No job will be scheduled until the user agreement, the application, and the indemnity agreement are complete. The Newark Police Department requires a phone call to the designated point of contact at least four (4) hours prior for events that are going to be cancelled due to weather. All other cancellations require twenty-four (24) hours' notice to the designated point of contact to terminate this agreement. Failure to comply with either cancellation notice requirement will require the user to pay for each scheduled officer the required minimum time commitment of three (3) hours.

The Newark Police Department makes no guarantee that an officer will be available for your event as requested.

The Newark Police Department may, at its discretion, cancel any or all extra-duty assignments at any time due to department conflicts, need, or any other reason whatsoever.

User Name (Print)

User Signature

Date

Special Enforcement

Approval

Chief of Police Approval

Date