



Heber City Police Department Outside Employer Agreement

To the Outside Employer of any Heber City Police Department Employee:

1. Because of the nature and sensitivity of law enforcement, off-duty officers and non-sworn employees are required to abide by strict rules and regulations in connection with outside employment as outlined by Local and State Government Policies.
2. Heber City Police officers may not engage in any law enforcement services or other public safety services for a non-law enforcement agency and any other types of outside work that is prohibited by the Department's Policies and Procedures.
3. The business or entity requesting employment of an off-duty officer must comply with all Local, State, and Federal requirements. Issues of licensing, certifications, permits, and insurance coverage's will be clearly defined and complied with by the employer.
4. The employment request will also clearly define the requirements, duties, and expected standards of performance of the officer.
5. This employer agreement must be completed prior to the employment or services of the officer, approved by the Chief of Police or his designee and filed with the Heber Police Department.

_____ : (Hereafter referred to as the employer or entity), and

_____ : (Hereafter referred to as the police officer or peace officer, agree to and acknowledge as follows:

Heber City Police officers may only engage in off-duty employment if the follow conditions are met.

1. An officer engaged in any off-duty employment is subjected to call-outs in case of emergency, and may be expected to leave his or hers off-duty employment, if such situations arise. In the event that an emergency response necessitates the off-duty police officer leaving your employment, the employer agrees to immediately release the police officer from your employment to respond to the call-out. The Police Officer's first responsibility in an emergency response situation is to the Heber Police Department and not to the business or entity outside employer.
2. Permission for an Officer to engage in outside employment may be revoked where it is determined by the Chief of Police that such employment is not in the best interests of the Department.
3. It is the Officer's obligation to inform the Department of any changes in their off-duty employment requirements such as hours worked, duties, expected standards of performance, etc.
4. The employer agrees neither Heber City Police Department nor its agents will be liable for any actual, prospective, or residual damages should the Officer fail to appear or perform the services agreed.
5. During the officer's off-duty employment, a Heber City Officer cannot act nor has permission or authority to act as a peace officer for their outside employer.
6. During the officers outside employment they are off-duty. Officers of the Department are prohibited from wearing the Department's uniforms. The officer is also prohibited from using any Department equipment, vehicles, supplies or resources in the course of or for the benefit of any outside employment or for private or personal gain.

7. The Officer will not access restricted data from the Department or other Law enforcement agencies official records bureau or communications center in connection with their off-duty employment.
8. All insurance responsibilities for liability and injuries for the officer during their off-duty employment will be with and through their outside employer.
9. The outside employer also agrees to sign and uphold the Indemnify and Hold Harmless agreement with the Department for any expense, loss, damages, or liability incurred from or arising out of , due to, or in connection with the actions of the Officer working off-duty employment for you.
10. The officer's outside employer agrees to comply with all Department policies and procedures for Officer's outside employment , along with all Local, State and Federal laws, including income reporting and withholding requirements regarding the officer's off-duty wages.

My signature acknowledges that I have read, understand, and agree to abide with the conditions set forth in this agreement.

Business or Employers Name: _____ Date: _____
 Employer Address: _____
 City: _____ State: _____ Zip Code: _____
 Phone # _____ Email Address: _____
 Business Contact Person: _____ Title: _____
 Business Contact Person Signature: _____

Heber City Police Officers Name: _____ Date Signed: _____
 Heber City Police Officers Signature: _____ Badge #: _____
 Request is: Approved: _____ Denied: _____
 Chief of Police Signature: _____ Date Signed: _____

Insurance Verifications Information:

1. Workmen's Compensation Policy:
 - a- Insurance Policy Carrier: _____
 - b- Insurance Policy Number: _____
 - c- Carriers Contact Number: _____
2. Liability Policy:
 - a- Liability Carriers Name: _____
 - b- Liability Policy # : _____
 - c- Carriers Contact #: _____

Local, State, and Federal Licensing Requirements Information:

1. Federal EIN #: _____
2. State License #: _____
3. State Employer #: _____
4. City or County Business License #: _____

