



**HANOVER COUNTY SHERIFF'S OFFICE**  
**7522 County Complex Road**  
**P.O. Box 40, Hanover, Virginia 23069**



**Application and Guidelines for Employing Off-Duty Deputies**  
 Contact Lisa Hancock E-mail: [lphancock@co.hanover.va.us](mailto:lphancock@co.hanover.va.us)  
 Mon.-Fri. 8:00 a.m.-4:30 p.m. 804-365-6825 (Office) 804-365-6841 (Fax)  
 In case of emergency only, contact the Shift Sergeant 804-365-6140

The term Secondary Employer refers to the business, organization, group or individual that solicits for, and compensates a law enforcement officer for employment that is indigenous to their law enforcement authority, commonly referred to as "off-duty employment."

1. The Secondary Employer should submit a request for off-duty employment at least five (5) business days prior to the date of employment. In emergency situations, this requirement may be waived.
2. Off-duty employment is voluntary for deputies, therefore, while every attempt will be made to fill requests, manpower cannot be guaranteed.
3. The Secondary Employer will be required to compensate the assigned officer for a minimum of three (3) hours even if the event is of a shorter duration. The Sheriff's Office establishes the rate of pay for off-duty employment. Current rates are \$28 per hour for a deputy and \$35 per hour for a supervisor, if one is needed.
4. The Secondary Employer must compensate the deputy for his services at the conclusion of or prior to the conclusion of the scheduled time for the deputy to leave the assignment, unless other arrangements have been made with the Off-duty Coordinator for the Sheriff's Office. Only a monetary payment can be accepted. No payment by exchange of goods or services is acceptable.
5. The Secondary Employer must notify the Off-duty Coordinator (or Shift Sergeant if outside of normal business hours) of any cancellation at least 24 hours prior to the date of the scheduled employment. Failure to do so will require the Secondary Employer to compensate the assigned deputy for a minimum of three (3) hours. If an event is cancelled due to inclement weather and there has been prior notice given to the Off-duty Coordinator of a possible weather cancellation, no compensation will be required.
6. For events that require multiple deputies, the Sheriff's Office shall be the final authority in determining the minimum number of officers required to police a particular event. If more than three (3) deputies are hired for a single event, a supervisor must be assigned and hired as well. The Sheriff's Office will determine the supervisor to officer ratio for larger events.
7. The Secondary Employer shall exercise no control over a hired deputy's enforcement of laws during the off-duty employment. The secondary employer will not interfere and/or attempt to influence decisions or actions made by Sheriff's Office personnel. Deputies will not enforce any rules and regulations established by the secondary employer that are not otherwise violations of the law. Off-duty deputies remain employees of the Hanover County Sheriff's Office and are subject to all laws, departmental policies and procedures and may be subject to emergency call back at any time.
8. The County of Hanover does not provide liability insurance coverage or worker's compensation insurance unless the deputy is injured while initiating an action under the authority of his office as a sworn deputy.
9. The Secondary Employer must fulfill all county and state permit and licensing requirements prior to the event (must submit copy).

Business/Organization Name:		Applicant Name:	
Phone #:	Fax #:	E-mail:	
Location of Event::	Date of Event:	Time Frame for Officers:	
On-site Contact Person:			
Anticipated Attendance:	Will Alcohol be Served: Y N	ABC Permit Required/Obtained: Y N	Weather conditions affect the ability for the event to proceed: Y N
Request Officers for (inside security; outside security; traffic control; etc.):			
Signature of Secondary Employer:			Date:
Reviewed by Off-Duty Coordinator:			Date:
Approved by Captain-Uniform Patrol Operations:			Date: