



# MESA POLICE DEPARTMENT

## TEMPORARY EMPLOYMENT AGREEMENT TO BE COMPLETED BY ALL EMPLOYERS

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

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

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

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

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

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

Estimated length of Temporary Employment: \_\_\_\_\_

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 Mesa Police Department (MPD) member.

1. Payment is required before the start of job. If payment is **NOT** received before start of job, MPD Officers, (Sworn Officers, Municipal Security Officers or Police Service Officers), will leave the job site before beginning job.
2. The MPD Officer's acceptance of employment is conditioned upon approval of the Chief of Police.
3. MPD Officer's working conditions and demeanor are subject to onsite inspection and review by the Mesa Police Department.
4. Any employment of uniformed Off-Duty MPD Officers **MUST** be arranged with the Off Duty Hiring Coordinator of the Mesa Police Department. The Mesa 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.
5. MPD Officers are considered to be employees of the above listed temporary employer for the purposes of the Arizona Worker's Compensation Laws and any injuries resulting from such employment shall be the responsibility of the named temporary employer.

- 6. The temporary employer will cooperate fully in the prosecution of any arrests resulting from this temporary employment.
- 7. Police related temporary employment is authorized **ONLY** within the boundaries of the City of Mesa.
- 8. Temporary employers **MUST** purchase and maintain insurance, as evidenced by Certificate of Insurance **BEFORE** temporary employment begins, as prescribed by City Ordinance with the **CITY OF MESA AND/OR MESA POLICE DEPARTMENT** listed as the certificate holder or insured:
  - A. Commercial general liability insurance with a one million (\$1,000,000) dollar per occurrence limit for products and completed operations, premises liability, personal injury and contractual liability for the liability assumed under this agreement. Such insurance shall include false arrest, false imprisonment, violation of civil rights and libel and slander.
  - B. Statutory workers' compensation insurance and employers' liability of \$500,000.00 policy limit.
- 9. The fee for Off Duty MPD Officers will be according to the following schedule and stipulations:
 

Sworn Police Officer	\$40.00 per hour
Sworn Police Supervisor (when 4 or more officers are needed)	\$45.00 per hour
Police Service Officer (PSO)	\$35.00 per hour
PSO Supervisor (when 4 or more (PSOs are needed)	\$40.00 per hour
Municipal Security Officer (MSO)	\$25.00 per hour
MSO Supervisor (when 4 or more MSOs are needed)	\$29.00 per hour

**3 HOUR MINIMUM**

  - A. The Mesa Police Department reserves the right to increase the Off Duty Rate of pay upon a 30 day written notice to all vendors.
  - B. Vendors who do not agree with the rate change can cancel the Agreement, upon written notice within 14 days of receipt of the written notice of rate increase.

\*\*I have read and understand sections A & B above (initials required).

**Traffic Control:** When roadway construction or traffic control is needed and the MPD 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 separately at the rate of \$5.00 per hour for the duration of the job. Minimum charge will be \$15.00 per job.

**Cancellation:** 24 hours cancellation notice is required in writing, otherwise the minimum (3 hours) will be paid to the officer. 72 hours notice is needed prior to hiring any Officer unless exigent circumstances exist.

**POTENTIAL TEMPORARY EMPLOYER'S CERTIFICATION**

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

\*\*I have read and understand the approved duties of Mesa Police Department members as outlined in Mesa Police Department Administrative Order ADM 772. (Only required for establishments whose primary source of income is from liquor sales).

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Signature of Temporary Employer Date

Approved  Not Approved

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Chief of Police or designee (Temporary employment at liquor establishment) Date

**Please forward this form to Vicki Keast, Off-Duty Hiring Coordinator**  
 Mesa Police Department – P. O. Box 1466 – Mesa, Arizona 85211  
 Phone (480) 644-2092 – Fax (480) 644-8114