



The attached Secondary Employer Application is for your review.

To employ off-duty police officers, your business must become an approved Secondary Employer. The application must be fully completed and an authorized individual representing your business must sign the agreement to terms and conditions. An annual processing fee of \$494.00 for businesses must be paid before the application can be approved. If the event or project last five (5) consecutive days or less, the fee is \$221.00. City owned centers shall be exempt from the processing fee. The annual processing fee for schools and public entities is \$35.00. (Make checks payable to the City of San Jose). If you are a law enforcement or security related business, the Secondary Employment Unit must have a copy of your current Private Patrol Operator license. **If you are contracted by the City of San Jose, you must provide a copy of the contract or permit.**

A copy of the Indemnity Agreement is included and must be signed as a requirement for your business to qualify for the Police Department's Secondary Employer Program. As a participant in the program, your organization will be included as an additional insured under a Law Enforcement Professional Liability Insurance Policy that covers the police officers and you.

Effective July 1, 2009, the minimum officer hourly rate for outside uniform employment is \$46.50 per hour with a minimum of \$139.50 per assignment. The minimum officer hourly rate for Traffic Control is \$48.00 with a minimum of \$144.00 per assignment. Time and one-half will be charged on any assignment exceeding eight (8) hours. Double time will be charged on the following holidays only:

- New Year's Eve from 1200 – 2400
- Thanksgiving Day
- Christmas Day
- New Year's Day
- Christmas Eve from 1200 - 2400

Please return the completed and signed Secondary Employer Application, Indemnity Agreement and Conditions Agreement to:

San Jose Police Department (SEU)
201 West Mission Street
San Jose, CA. 95110

Please contact the **Secondary Employment Unit** at (408) 277-4980 to schedule an appointment to process your permit or if you have any questions. If you choose to fax the above documents to (408) 297-5981, please be aware that we cannot process your request until payment is received.

Thank you,

Christopher M. Moore
Chief of Police

