

RICHMOND POLICE DEPARTMENT  
RICHMOND, VIRGINIA

**Funeral Home Employer Agreement for Extra-Duty Police Services**

Name: \_\_\_\_\_ Agent: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**It is agreed that the following conditions / stipulations will apply to all Extra-Duty Employment of the City of Richmond Police Department (RPD) employees in any and all law enforcement capacities.**

Multi Events – Ongoing

Single Event – \_\_\_\_\_

**REQUESTS**

1. All businesses, organizations or individuals requesting the services of a **funeral escort** must submit a request to the police department's Outside Employment Coordinator. This request **should** be made at least 48 hours prior to the date of employment; in emergency situations this requirement may be waived. This request will include an accurate number of estimated vehicles involved in the funeral escort. Extra-duty employment is voluntary for officers; therefore, manpower cannot be guaranteed for all jobs.
2. All employers must also submit this executed "Employment Agreement (PD-119A)" form before a request can be processed and any officers assigned.

**COMPENSATION**

3. The rate of pay for an extra-duty Richmond Police officer is **\$150.00 per escort and \$225.00 on holidays and New Year's Eve**. First line supervisors will be paid at a rate of **\$165.00 per escort and \$247.50 on holidays and New Year's Eve**. Captains and above, working in that capacity, will be paid at a rate set by the Chief of Police.
4. Extra-duty requests that require specialized police equipment (i.e. Police motorcycles, vehicles, horses, etc.) **must be made at least 48 hours** prior to the date needed. RPD reserves the right to charge a special use fee to be set by the Chief of Police for **use of specialty items**.
5. The employer will be required to compensate officer(s) **at the above listed rate regardless of the length of the escort**.
6. The employer will be required to hire a minimum of two (2) officers for escorts that have between one (1) to twenty (20) vehicles within the escort (including director's vehicle, hearse, and limousines).
  - a. The employer will employ one officer for every ten (10) vehicles in the escort starting after the first twenty (20) vehicles.
  - b. Example: *1-20 vehicles = 2 officers; 21-30 vehicles = 3 officers; 31-40 vehicle = 4 officers, etc.*
7. Jobs requiring 3 but less than 5 officers must pay one officer at a first line supervisor's rate. A job requiring 5 to 10 officers must have a first line supervisor. A job requiring 11 to 15 officers must have 2 first line supervisors. A job requiring 16 or more officers requires an additional second line supervisor in addition to the first line supervisor. Jobs with over 20 officers will require one first line supervisor for every 7 police officers needed, **in addition to a second line supervisor for every 16 officers**. Jobs requiring two or more second level supervisors will require one Command Level Supervisor.
8. Employers will pay either by check or money order to the individual officer(s). **All returned checks will be assessed a \$50.00 service fee**. If standard deductions are not withheld, the employer will follow all appropriate federal and state tax-reporting requirements.
9. Payment must be made at the time service is rendered. Any exception must receive prior approval from the Outside Employment Coordinator.

10. In the event the City initiates legal action to enforce this Contract and prevails, the City shall be entitled to recover its reasonable attorney's fees and costs incurred in connection with such enforcement. Vendor shall not be entitled to recover attorney's fees from the City under any circumstances.

**CANCELLATION POLICY**

11. The employer must notify the department's Outside Employment Coordinator of any cancellation of an extra-duty job twenty-four hours prior to the start of the assignment. Failure to provide this notification will require the employer to compensate officers who have been assigned the job a **\$126.00 Cancellation Fee**. **If a funeral escort is cancelled for any reason and the notice is received by the Outside Employment Coordinator at least 3 hours prior to the funeral, no compensation will be required.**

**LIABILITY**

12. Employee(s) will be covered by the city of Richmond Workman's Compensation Insurance only if performing a law enforcement related function at time of injury.
13. The Vendor shall indemnify and defend the City and each officer, either or both, from and against any and all claims, damages, injuries, liabilities, or losses arising out of, caused by, or resulting from any officer's performance of any services under this Contract or from any material default or breach by the Vendor of its obligations specified in this Contract.

**GENERAL POLICIES**

14. In matters requiring law enforcement actions, the employer will not interfere and/or attempt to influence decisions or actions made by extra-duty personnel. Extra-duty officers remain employees of the Richmond Police and are subject to all laws, all departmental policies and procedures and may be subject to emergency call-back.
15. Extra-duty officers will not enforce any rules and regulations set up by the employer that is not otherwise violations of the law.
16. The Richmond Police Department reserves all rights in the assignment of officers and coordinators. Special requests will be accepted but are not binding.
17. Special extra-duty circumstances - (officers on employee's payroll, on-call payments, etc.) requires a "Memorandum of Understanding" attachment to this agreement.
18. Notwithstanding yearly extra-duty pay rate adjustment, this agreement will continue in force unless canceled in writing by either party.
19. The Outside Employment Coordinator has the right to add more officers than originally requested due to complexity of the escort or the employer's failure to report the correct number of vehicles on the initial request.
20. The employed officers shall have the right to refuse to escort any vehicle expected to participate in the procession should the officer-to-vehicle ratio not be correct, as outlined in Paragraph #6.

\_\_\_\_\_  
Agent / Employer Signature

\_\_\_\_\_  
Outside Employment Coordinator's Signature

\_\_\_\_\_  
Print Name of Employer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Outside Employment Coordinator

\_\_\_\_\_  
Date