



EXTRA-DUTY EMPLOYMENT AGREEMENT

This Agreement is entered into this _____ day of _____, 20____, between the City of Suwanee, a Georgia Municipal Corporation and _____ for the purpose of the Suwanee Police Department providing a/an officer(s) for extra-duty employment to the entity set forth below.

I, _____, understand that the rate of pay to the City of Suwanee shall be **\$50.00 per hour per officer** for extra-duty employment with **a minimum of 4 hours per officer per extra-duty assignment**. The City of Suwanee Finance Department will forward an invoice at the conclusion of the extra-duty employment. I agree to remit such amount upon receipt of such invoice to the City of Suwanee Finance Department. I understand that if I cancel the officer(s), I must do so at least (2) hours before their start time or otherwise be charged a minimum of 4 hours per officer. The police department may require pre-payment for certain private events at the discretion of the Administrative Services Commander.

I understand that at all times the officer(s) has a primary obligation to the City of Suwanee, and that in the event a situation should arise within the city limits consisting of an emergency or critical nature determined at the sole discretion of the Suwanee Police Department, the extra-duty employment officer(s) may be forced to terminate his/her extra-duty assignment.

I understand that the staffing of extra-duty assignments will be based upon officer availability and at the sole discretion of the Suwanee Police Department. The Suwanee Police Department has the right to reject any request.

I understand that the extra-duty employment officer is bound by departmental policies, rules, regulations, and standards of conduct while performing his/her duties. I agree not to provide the officer with any gratuity or ask that the officer perform a function inconsistent with internal or external rules and regulations or an act that would compromise his or her ethics and integrity.

This agreement shall be terminated by either party by providing written notice of its intent to terminate said relationship.

(Entity)

(Address)

(Contact Person/Agent)

(City, State, ZIP)

(Signature)

(Phone number)

(Administrative Services Commander)