



North Myrtle Beach Dept. of Public Safety  
Application for Extra-Duty Detail/Secondary Employment  
As provided for in SC State Statute Title 23, Chapter 24

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Requesting Secondary Employer (Name of Business): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone #: ( ) - or ( ) - \_\_\_\_\_

Date(s) Needed: \_\_\_\_\_ to \_\_\_\_\_

Time(s) Needed: \_\_\_\_\_ to \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Number of Officers Requested: \_\_\_\_\_

Does the extra-duty detail require the use of an agency vehicle? \_\_\_\_\_ Yes \_\_\_\_\_ No

*Note: Extra-Duty Detail/Secondary Employment contracts for large public events must provide for a sufficient number of officers to ensure safe and efficient coverage. The need for six (6) or more officers requires the employment of an off-duty officer of supervisory rank.*

Rate of Payment: \$30.00 per hour (4 hr. minimum)/ per officer

Method of Payment: Check made payable to the Public Safety Employee (Cash cannot be accepted)

Location of Extra-Duty Detail: \_\_\_\_\_

Nature of Extra-Duty Detail Request (Security, Crowd/Traffic Control, etc.): \_\_\_\_\_

Special Instructions: \_\_\_\_\_

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### Notice to Customers

The extra-duty employment officers are at all times subject to the policies, rules and regulations governing employees of the North Myrtle Beach Dept. of Public Safety (NMBDPS). A customer has no authority over NMBDPS personnel and is restricted to providing only a general assignment of duties to be performed by the extra-duty employment officer. Those rules **never** supersede NMBDPS policy or procedures and employers of the extra-duty employment officers should be so advised. Extra-duty employment officers remain under the exclusive control of the NMBDPS and are accountable for strict adherence to NMBDPS rules and regulations. Any conflicting rules of employers of extra-duty employment officers will be disregarded. The extra-duty employment officer shall refuse to perform any duties deemed to be in conflict with the guidelines established by the NMBDPS. As determined by the NMBDPS, extra-duty employment officers may be recalled to on-duty status at any time for emergency operations.

The North Myrtle Beach Dept. of Public Safety is **not** obligated to provide extra-duty employment services.

The North Myrtle Beach Dept. of Public Safety extra-duty employment officers are **not** permitted to receive cash from customers for any reason unless authorized by the Director of Public Safety.

The North Myrtle Beach Dept. of Public Safety reserves the right to require a minimum number of extra-duty employment officers for assignment to certain extra-duty details.

There shall be a minimum assessment of four (4) hours on all assignments requiring less than that amount of time.

***Customers who wish to cancel an extra-duty employment request are required to give a minimum of twenty-four (24) hours' notification of cancellation to the Extra Duty Coordinator during normal business hours. Customers failing to give the required notification of cancellation of the extra-duty employment officer shall be charged a minimum of four (4) hours at the standard hourly rate.***



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The undersigned customer agrees, individually and on behalf of the named applicant, to promptly pay for the extra-duty employment services rendered. Further, the undersigned agrees, individually and on behalf of the named applicant to pay all costs, expenses and attorney fees incurred in the collection on any sums due hereunder.

Payment is due upon completion of the extra-duty employment services but no longer than two (2) weeks of services rendered. Please make checks payable to the individual extra-duty employment officer.

Checks may be delivered directly to the Extra-Duty Officer, dropped off at the Department during normal business hours or mailed to:

**North Myrtle Beach Dept. of Public Safety**  
Attn: Community Services Div./Extra-Duty Employment  
1015 2<sup>nd</sup> Ave South  
North Myrtle Beach, SC 29582

If you require further assistance, please contact:

**Sergeant Mike Bienkoski**  
North Myrtle Beach DPS  
Community Services Division  
Office: (843) 280-5618  
Email: mbienkoski@nmb.us

**I have read and understand the Extra-Duty Employment Conditions and Notice to Customers:**

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Signature of Customer or Representative

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Date

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Reviewed by Director Jay Fernandez or Designee

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Date

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