

REQUEST for POLICE SERVICES

Crestview Police Department
201 Stillwell Boulevard
Crestview, Florida 32539
(850) 682-3544



ORGANIZATION:

NAME: _____

ADDRESS: _____

PERSON in CHARGE/CONTACT: _____

PHONE NUMBER(S): _____

EVENT/EMPLOYMENT INFORMATION:

LOCATION OF EVENT/EMPLOYMENT: _____

TYPE OF EVENT/EMPLOYMENT: Security
Traffic Control Other: _____

DATE(S) OF EVENT/EMPLOYMENT: _____

EVENT/EMPLOYMENT IS: A One Time Event
 An Annual Event Continual Employment Other: _____

START TIME: _____ END TIME: _____

NUMBER OF OFFICERS REQUESTED: _____

DESCRIPTION OF EVENT OR WORK TO BE PERFORMED (Please attach map or other pertinent information if necessary):

TERMS of EMPLOYMENT:

We sincerely appreciate your patronage of our extra-duty employment program and hope that you and your organization will benefit as much from this service as the officers who work the details will.

It is important that you understand our protocol with respect to what you can expect from the officers you employ and what they expect in return for their services.

_____ The only position in the agency presently authorized to approve and/or schedule extra-duty employment activities is the Operations Division Commander. Consequently, the Operations Division Commander is the only person who may approve changes in employment protocol and/or scheduling. Therefore, any and all communications, questions, or concerns regarding extra-duty employment assignments should be directed to the Operations Division Commander.

_____ Extra-duty employment assignments/details are made on a competitive basis. The details are posted on a central bulletin board and all officers are provided an opportunity to express their interest in receiving the assignment by affixing their name to the posting, specific to the day and time of the assignment/detail. As participation in the extra-duty employment program is strictly voluntary, we cannot guarantee that officers will sign up for any particular assignment/detail.

_____ When our officers accept an assignment to work in an extra-duty employment capacity for your organization, they accept all the terms under which you have requested their services. During the time of their extra-duty assignment, you should expect their meticulous attention to the specific duties you hired them to perform. In addition to those duties, the officer is held to the policies and procedures established in our written directives and the policies and procedures of the City of Crestview. Therefore, you can expect their punctuality and consummate professionalism.

_____ Should the occasion arise for any officer, while in your extra-duty employment capacity to effect an arrest, he/she will not be required to leave your premises to process the arrest, leaving your establishment absent the police presence for which you provide independent compensation. The arrestee will be turned over to an on-duty officer to complete the requisite processing, thereby leaving the officer you hired to fulfill his/her obligation(s) to you and your establishment. However, please understand and be considerate that in most cases, there are paperwork issues that must be immediately addressed which may consume some time.

_____ The extra-duty pay rate is established by the Chief of Police January 1st of each year. Pay rates for events or assignments that are particularly hazardous or pose an unusual hardship will be subject to negotiation. The Chief of Police will make the final determination in such cases. At present, our extra-duty pay rate is \$30.00 per hour. In the event the pay rate is to be increased, you will be provided advance notification to permit you to make the necessary arrangements.

_____ Receipt of payment for services rendered will be settled between the officer(s) and you. The Police Department assumes absolutely no responsibility or role in securing payment for services from extra-duty employers. However, if there is a discrepancy between you and an officer concerning compensation issues; and it is determined that the officer has acted within the scope of these terms of employment and our written directives; and that the officer is owed compensation beyond what has been rendered; extra-duty services may be discontinued pending final resolution.

_____ There is a two-hour minimum assignment requirement for extra-duty details. Therefore, officers providing services to an extra-duty employer must be compensated for a minimum of two hours at the contemporary rate, regardless of whether a full two hours are dedicated to the assignment.

_____ All scheduled hours must be paid in full. In the event the function or assignment terminates earlier than originally anticipated and/or you decide to discontinue the use of officers prior to

the originally scheduled time, you will be required to pay the officer(s) for the hours originally scheduled. If an officer is held beyond the scheduled hours, you will be required to pay officer for the extra time at the contemporary rate.

_____ In the event that changes to the originally scheduled hours are necessitated, you must notify the Operations Division Commander at least twenty-four hours prior to the commencement of the detail.

_____ In the event that cancellation of the detail is necessitated, you must notify the Operations Division Commander a minimum of six hours prior to the commencement of the detail. Should you be unable to speak to him/her directly, you must notify the Agency's Communications Center of the changes within the prescribed time period and request that they notify him/her immediately of your call. (Please do not leave a voice mail message on anyone's voice mail as he/she may not receive it in a timely fashion.) Otherwise, if an officer shows up for a scheduled assignment that has not been properly cancelled, you will be responsible for paying the scheduled officer(s) for the originally scheduled hours. In consideration of these requirements, it is imperative that only a direct representative of your organization with authority to commit to these terms of compensation execute this agreement to schedule or otherwise secure an officer for any extra-duty employment.

Printed or Typed Name of Authorized Representative

Signature of Authorized Representative

Date:

Operations Division Commander

Date:

Detail is:

Approved

Not Approved