

**City of Clearwater Police Department  
Extra Duty Agreement (Conditions of Permit)  
645 Pierce Street  
Clearwater, FL 33756  
(727) 562-4152 or (727) 562-4146 FAX: (727) 562-4466**

**A. PROCEDURES FOR PERMIT APPLICATION**

1. Apply in person or by fax at the above address, between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. All applications should be received by the Police Department at least 8 days before the event.
2. Any applications received seven (7) days or less before the event are only processed with the understanding that the assignment may not be filled. **All jobs resulting from job applications received seven (7) days or less before the event date will be billed at the premium rate.**
3. **Jobs which may be overly problematic based upon their history or general character will be subject to the premium rate. This determination will be made with discretion by the Clearwater Police Department. The applicant will be notified, in advance, if a premium rate is applied.**
4. A background check is required for Establishments/Applicants serving alcohol.

**B. PAYMENT METHODS**

1. The Applicant/Establishment may be required to pre-pay upon submitting the permit application. Payments should be made in the form of a cashier's check, money order, or company check. Only established accounts with a good payment history will be permitted to be invoiced for extra-duty services at the discretion of the Clearwater Police Department.
2. If payments become more than 60 days in arrears, the Applicant/Establishment will be considered for suspension of the permit. The Establishment/Applicant will be notified and further extra-duty employment will be withheld pending settlement of the account and/or civil proceedings.
3. **NO OFFICER IS ALLOWED TO ACCEPT MONIES FROM AN ESTABLISHMENT/APPLICANT OR ANYONE ELSE ASSOCIATED WITH AN EXTRA-DUTY JOB.**

**C. UNSCHEDULED HOURS**

1. If an officer works additional hours (e.g. makes an arrest while working extra duty) on an Extra Duty assignment, the Establishment/Applicant will not be responsible for payment of the additional costs, rather the officer will submit for overtime payment.
2. If an officer works additional hours at the request of the Establishment/Applicant, the Establishment/Applicant will be billed accordingly.

**D. OFFICER'S PAY VOUCHER**

The Establishment/Applicant or Designee must sign each officer's pay voucher **UPON COMPLETION** of the assignment, if available.

**E. REFUNDS**

In cases where refunds are due, a credit or refund will be processed as requested by the Establishment/Applicant.

**F. RATE SCHEDULE**

	<b><u>Regular Rate</u></b>	<b><u>Premium/ Holiday Rate</u></b>
Lieutenant in a supervisory capacity	\$50.00/hour	\$60.00/hour
Sergeant in a supervisory capacity	\$45.00/hour	\$55.00/hour
Supervisors in a non-supervisory capacity	\$40.00/hour	\$50.00/hour
Officers	\$40.00/hour	\$50.00/hour

**The regular rate is charged for any job request received 8 days or more before the job date. The premium rate is charged for any job request received 7 days or less before the job date and for those jobs as described in Section A(3) above and Section H below.**

NOTE – The Permit Application will reflect the minimum hours charged. The above rate schedule is subject to change. The Establishment/Applicant will be notified of such changes as soon as possible before the increase.

**G. CRUISER RATE**

For jobs where a marked police vehicle is required or requested, the rate for a marked police vehicle is \$20.00 for the first 4 hours. Additional time over the first 4 hours will be billed at \$5.00 an hour per cruiser. This fee will be assessed with the monthly invoice as appropriate.

**H. HOLIDAY PAY**

The premium rate charge will be applied to all jobs on the following holidays:

New Years Day	January 1 <sup>st</sup>
Easter	Observed Holiday
Memorial Day	Federal Holiday
Independence Day	July 4 <sup>th</sup>
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Christmas Eve	December 24 <sup>th</sup>
Christmas Day	December 25 <sup>th</sup>
New Years Eve	December 31 <sup>st</sup>

## **I. STAFFING REQUIREMENTS**

1. Every fifth officer assigned to the same job will be a supervisor.
2. Two (2) officers per 250 patrons at establishments serving alcohol or at the discretion of the Extra Duty Coordinator and/or Special Operations Lieutenant.

If the Extra Duty Coordinator determines that the size of the event warrants additional officers, the Establishment/Applicant will work with a special event-planning officer to determine the number of officers needed for the assignment. The Special Operations Commander may determine if more or less supervision is needed for the special event.

In cases where the Establishment/Applicant underestimated the attendance, the On-Duty Supervisor or senior officer may at his/her discretion notify the Establishment/Applicant that additional officers are needed. Whether or not the Establishment/Applicant can be notified, the additional officers may be called in and the Establishment/Applicant billed accordingly.

## **J. CANCELLATION PROCEDURES**

1. Cancellations by the Establishment/Applicant:
  - A. Cancellations by the Establishment/Applicant should be made at least 24 hours before the assignment begins.
  - B. If the Extra Duty Coordinator receives less than 24 hours notice from the Establishment/Applicant, (with exception of a natural disaster) the Establishment/Applicant may be charged and the assigned officer(s) will be paid the minimum number of hours as indicated on the permit. This is at the discretion of the Extra Duty Coordinator and/or the Special Operations Lieutenant.
  - C. During business hours contact the Extra Duty Coordinator by calling **727-562-4152** or **727-562-4146** for cancellations (Monday through Friday 8am – 4pm.)
  - D. If the Extra Duty Coordinator does not confirm the cancellation or if there are unavoidable cancellations of an impending assignment during non-business hours the Establishment/Applicant should contact the Communications Floor Supervisor at **727-562-4235**.

NOTE – It is the responsibility of the Establishment/Applicant to notify the Extra Duty Coordinator if the business or organization will be closed for a holiday or for any other purpose when extra duty officers are normally scheduled. If the Establishment/Applicant fails to notify the Extra Duty Coordinator that officers are not needed that day, the normal minimum charges for the assignment will apply.

2. Cancellations by the Clearwater Police Department::

- A. Cancellations by the District Commander or the Extra Duty Coordinator:
  - 1. Under extraordinary circumstances, if an assigned officer is unable to fulfill the assignment due to illness or injury and the District Commander or Extra Duty Coordinator is unable to obtain a substitute, the permit assignment may be cancelled.
  - 2. The Establishment/Applicant will not be billed for the hours worked. If Establishment/Applicant paid in advance, the hours scheduled and not worked will be refunded.
- B. Cancellations by the Chief of Police:
  - 1. In the case of a Departmental need or community emergency, the Chief or his designee may cancel extra-duty permit assignments. The extra duty officers would then be immediately available for service to the department.
  - 2. The Establishment/Applicant will not be billed for any hours not worked.

**K. WORKER'S COMPENSATION/LIABILITY**

The City of Clearwater is self-insured for general liability and statutory workers' compensation coverage. Police officers assigned to extra duty work are afforded this coverage, and are considered to be City of Clearwater employees for the purpose of worker's compensation/liability.

**L. OFFICER NOT REPORTING FOR EXTRA DUTY JOB**

If an officer was scheduled to work and did not report, the Establishment/Applicant should notify the Extra Duty Coordinator at 727-562-4152 / 727-562-4146 or the Communications Center Floor Supervisor at 727-562-4235 immediately.

**M. DISCONTINUE SERVICE**

If the Chief of Police or his designee determines that it is in the best interest of the department to discontinue extra duty services, the Establishment/Applicant will be notified immediately.

**N. SCHEDULED HOURS CHANGED**

The Extra Duty Coordinator will try to accommodate schedule change requests if made 24 hours prior to the time of the event.

**O. MINIMUM HOURS FOR ASSIGNMENT**

The minimum number of hours for any assignment is four (4) hours.

**P. NOTICE TO ESTABLISHMENTS/APPLICANTS**

The officers are at all times subject to the policies of the City of Clearwater and the rules and regulations governing employees of the Clearwater Police Department (CPD). An Establishment/Applicant has no authority over police personnel and is restricted to providing only a general assignment of duties to be performed by the officer. Those rules **never** supersede Clearwater Police Department policy or procedures and employers of the extra duty officers should be so advised. Extra duty officers remain under the exclusive control of the department and accountable for strict adherence to department rules and regulations. Any conflicting rules of employers of extra duty officers will be disregarded. The officer shall refuse to perform any duties deemed to be in conflict with the guidelines established by the Clearwater Police Department. As determined by the Department, officers may be recalled from extra duty to on duty status.

This permit is for law enforcement work only and does not exempt Establishments/Applicants from obtaining other necessary permits for this event.

The City of Clearwater Police Department is NOT obligated to provide extra duty services. A permit will not be issued to any person, firm, or organization whose officers, members, business, or operations are questionable or for any event of a potentially compromising nature.

**Q. Attorney's Fees**

In case suit should be brought for recovery of any payment due under this Extra Duty Agreement, the prevailing party shall be entitled to recover reasonable attorney's fees and costs.

Anthony Holloway  
Chief of Police

I have read and understand the "Extra Duty Agreement" (Conditions of Permit)

\_\_\_\_\_  
Establishment/Applicant

\_\_\_\_\_  
Date

**Signature Required**

\_\_\_\_\_  
(Federal ID# if applicable)