

**CITY OF CLEARWATER POLICE DEPARTMENT  
EXTRA DUTY AGREEMENT (CONDITIONS OF PERMIT)**

645 Pierce Street  
Clearwater, FL 33756

E-MAIL: [PoliceExtraDuty@myclearwater.com](mailto:PoliceExtraDuty@myclearwater.com)

PHONE: (727) 444-7243 or (727) 444-7490; FAX: (727) 562-4466

**I. PROCEDURES FOR PERMIT APPLICATION**

- A. Apply via e-mail, fax, or in person 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 eight (8) days before the event.
- B. Any application 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.
- C. 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.
- D. A background check is required for Establishments/Applicants serving alcohol.

**II. PAYMENT METHODS**

- A. The Establishment/Applicant 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.
- B. If payments become more than 60 days in arrears, the Establishment/Applicant 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.
- C. NO OFFICER IS ALLOWED TO ACCEPT MONIES FROM AN ESTABLISHMENT/APPLICANT OR ANYONE ELSE ASSOCIATED WITH AN EXTRA-DUTY JOB.
- D. For all billing inquiries, please call (727) 444-7218.

**III. UNSCHEDULED HOURS**

- A. If an officer works additional hours (e.g., makes an arrest while working) 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.
- B. If an officer works additional hours at the request of the Establishment/Applicant, the Establishment/Applicant will be billed accordingly.

**IV. OFFICER'S PAY VOUCHER**

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

**V. REFUNDS**

Where a refund is due, a credit or refund will be processed as requested by the Establishment/Applicant.

**VI. RATE SCHEDULE**

	<u>Regular Rate</u>	<u>Premium/Holiday Rate</u>
Lieutenant in a supervisory capacity	\$75.00/hour	\$85.00/hour
Sergeant in a supervisory capacity	\$70.00/hour	\$80.00/hour
Officers	\$65.00/hour	\$75.00/hour

The regular rate is charged for any job request received eight (8) days or more before the job date. The premium rate is charged for any job request received seven (7) days or less before the job date and for those jobs as described in Section I(C) above and Section VIII 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.

**VII. HOLIDAY PAY RATE**

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

New Year's Day	January 1 <sup>st</sup>
Easter	Observed Holiday
Memorial Day	Federal Holiday
Juneteenth	June 19 <sup>th</sup>
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 Year's Eve	December 31 <sup>st</sup>

**VIII. STAFFING REQUIREMENTS**

A. Every fifth officer assigned to the same job will be a supervisor.

B. Two (2) officers per 250 patrons at establishments serving alcohol or at the discretion of the Extra Duty Coordinator and/or Special Operations Lieutenant.

C. Marine Officer/Boat Fee:

1. \$50.00 per hour boat fee
2. Two officers will be required (Captain and Crewmember)
3. Scheduled time must include 1 hour for travel and boat maintenance (4 hr. Minimum).

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 additional 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.

**IX. CANCELLATION PROCEDURES**

A. Cancellations by the Establishment/Applicant:

1. Cancellations by the Establishment/Applicant should be made at least 24 hours before the assignment begins.
2. 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.
3. **During business hours contact the Extra Duty Coordinator by calling (727) 444-7243 or (727) 444-7490 for cancellations (Monday through Friday 8am – 4pm) or e-mail your request to [PoliceExtraDuty@myclearwater.com](mailto:PoliceExtraDuty@myclearwater.com). The Extra Duty Coordinator will confirm your request.**
4. 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.

**B. Cancellations by the Clearwater Police Department:**

**1. Cancellations by the District Commander or the Extra Duty Coordinator:**

a. 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.

b. The Establishment/Applicant will not be billed for the hours scheduled. If Establishment/Applicant paid in advance, the hours scheduled and not worked will be refunded.

**2. Cancellations by the Chief of Police:**

a. In the case of a departmental need or community emergency, the Chief of Police or his designee may cancel extra duty permit assignments. The extra duty officers would then be immediately available for service to the department.

b. The Establishment/Applicant will not be billed for any hours not worked.

**X. 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 workers' compensation/liability.

**XI. 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) 444-7243 / (727) 444-7490 or the Communications Center Floor Supervisor at (727) 562-4235 immediately.

**XII. 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.

**XIII. 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.

**XIV. MINIMUM HOURS FOR ASSIGNMENT**

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

**XV. 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 that 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.

**XVI. ATTORNEY 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.

Eric Gandy  
Chief of Police

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

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Print Name	Establishment/Vendor
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<i>Signature Required</i>	Date
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(Federal ID# if applicable)

**- SUBMIT THIS SIGNATURE PAGE ALONG WITH YOUR COMPLETED PERMIT APPLICATION -**

## CLEARWATER POLICE DEPARTMENT EXTRA DUTY PERMIT APPLICATION

645 Pierce Street, Clearwater, FL 33756

FOR OFFICE USE ONLY

**Phone:** (727) 444-7243 or (727) 444-7490 **Fax:** (727) 562-4466 **E-Mail:** PoliceExtraDuty@myclearwater.com

NAME OF APPLICANT (Business/Organization/Individual)		DESIGNATED REPRESENTATIVE NAME		PHONE NUMBER	FAX NUMBER
BILLING ADDRESS (Permanent Address)				BILLING E-MAIL ADDRESS	
AFTER HOURS CONTACT NAME(S)			AFTER HOURS CELL/PHONE NUMBER(S)		
ADDRESS OF EVENT (Please include Zip Code)				PREDICTED ATTENDANCE	
TITLE OR DESCRIPTION OF EVENT			DESCRIPTION OF SERVICES REQUESTED (Traffic control, security, etc.)		
SERVICE DATE(S) REQUESTED	HOURS TO BE WORKED (4 Hr. Min.)	NUMBER OF OFFICERS REQUESTED	NAME OF PERSON OR LOCATION OFFICERS REPORT TO		
	to		CRUISER NEEDED: <input type="checkbox"/> YES <input type="checkbox"/> NO  IF YES, HOW MANY _____		
	to				
	to				
<b>PERMIT CANCELLATION</b>					
<b>THE POLICE DEPARTMENT MAY CANCEL A PERMIT AT ANY TIME, WITH OR WITHOUT CAUSE</b>					
THE PERMITTEE MAY CANCEL A PERMIT BY CONTACTING THE COORDINATOR AT (727) 444-7243 OR (727) 444-7490 AND BY E-MAIL AT POLICEEXTRADUTY@MYCLEARWATER.COM, 24 HOURS PRIOR TO THE EVENT DURING BUSINESS HOURS, OR NON-BUSINESS HOURS BY CONTACTING THE COMMUNICATIONS FLOOR SUPERVISOR AT (727) 562-4235. IF THIS CANCELLATION IS NOT MADE AT LEAST 24 HOURS PRIOR TO THE DATE/TIME OF THE PERMIT ASSIGNMENT, THE PERMITTEE MAY BE RESPONSIBLE FOR COMPENSATION TO THE DEPARTMENT AT THE MINIMUM NUMBER OF HOURS PAY FOR EACH OFFICER SCHEDULED. THIS MINIMUM MAY VARY ACCORDING TO THE RANK OF THE SCHEDULED OFFICERS.					
I, _____, AS AUTHORIZED REPRESENTATIVE OF THE AFOREMENTIONED PERMITTEE, HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE EXTRA DUTY AGREEMENT AND THIS PERMIT APPLICATION, AND THE "CONDITIONS OF PERMIT," AND FURTHER AGREE THAT I WILL ABIDE BY AND BE SUBJECT TO THESE CONDITIONS IN ALL RESPECTS.					
_____ SIGNATURE OF PERMITTEE OR AUTHORIZED REPRESENTATIVE <b>SIGNATURE REQUIRED</b>				_____ DATE	
<b>OFFICE USE ONLY</b>					
<input type="checkbox"/> GRANTED THE ABOVE APPLICATION FOR PERMIT IS HERBY GRANTED, AND THE ABOVE APPLICATION, TOGETHER WITH THE AFOREMENTIONED "CONDITIONS OF PERMIT" ARE HERBY ADOPTED, BE REFERENCE, AND ARE MADE PART OF AND CONSTITUTE THE TERMS AND CONDITIONS OF THIS PERMIT.					
_____ AUTHORIZED SIGNATURE			_____ DATE APPROVED		