



PALM SPRINGS POLICE DEPARTMENT

230 Cypress Lane · Palm Springs, FL 33461 · Phone: 561-968-8243 · www.vpsfl.org

Extra-Duty Detail Agreement

Within the Village of Palm Springs, the Palm Springs Police Department provides police services and traffic control either at the request of private persons, organizations and businesses or per Village Ordinance. Such services are paid for by the private party and must be in the best interest of the Village. Acceptance of the request for Special Details will be at the discretion of the Chief of Police or his/her designee.

The following conditions apply to the hiring of Extra-Duty Detail officers. There are also additional conditions applicable to nightclubs as per Ordinance. Please fill out the Extra-Duty Detail Request section, sign to acknowledge your acceptance of the conditions, and then return it to the police department.

Conditions:

1. The hourly rate for a Detail Officer is:
 - Standard Rate - \$45.00
 - Holidays/Special Events - \$55.00
 - Details scheduled with less than 24 hours notice - \$60.00
2. Holidays/Special Event Days: Super Bowl Sunday, Valentine's Day, St. Patrick's Day, Easter Sunday, Cinco de Mayo, Independence Day, Halloween, Thanksgiving, Black Friday, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day
3. All Extra-Duty Details are scheduled for a minimum of 2 hours.
4. Extra-Duty Details cancelled with less than 48 hours notice of the detail's scheduled date/time will be charged 2 hours for each officer assigned.
5. Extra-Duty Details cancelled with no notice before the start of the detail will be charged a minimum of 3 hours for each officer assigned.
6. Extra-Duty Details scheduled for 4 hours or less and cancelled after the start of the detail will be charged a minimum of 2 hours.
7. Extra-Duty Details scheduled for over 4 hours and cancelled after the start of the detail will be charged a minimum of 4 hours.
8. Extra-Duty Details with four or more officers will require an added supervisor to the detail at the expense of the requesting party.
9. Detail requests will be filled subject to officer availability. If an officer is unavailable, you will be advised as soon as possible.
10. Extra-Duty Details will be billed via email on a monthly basis.
11. Should an investigation or arrest be initiated by a detail officer arising out of the performance of the services provided to you, and the investigation or arrest requires the officer to work more than the allotted time as specified, you are required to pay for the additional time at the established rates.
12. **For Nightclubs Only:** Extra-Duty Details may require advanced payment. Failure for a nightclub to schedule a required detail may result in the issuance of an ordinance violation notice and fine. The property owner where the detail is scheduled will be notified of any/all violations, as they will be held responsible for payment of the details/violation fines along with the requesting party.

Professionalism · Respect · Integrity · Duty · Excellence

Extra-Duty Detail Request

Applicant Name: _____ Phone: _____ Cell: _____

Billing Address: _____ Billing Email: _____

Start Date/Time: _____ End Date/Time: _____ Number of Officers: _____

Property Owner Name: _____ Contact Person: _____

Property Owner Address: _____ Contact Person Phone: _____

I have read the above Extra-Duty Detail Agreement and understand & agree to all conditions, requirements and consequences for failure to abide by the above mentioned conditions.

Print Name _____ **Signature** _____ **Date** _____

STATE OF FLORIDA, COUNTY OF _____. The forgoing instrument was acknowledged before me this date _____

By: _____ who is personally known _____

Or who has produced identification. Type of identification: _____

Notary's Signature

Print, type or stamp Commissioned Name of Notary

(Seal)

Agreed to, on Behalf of the Village:

Police Chief or his/her Designee

Date