



**CITY OF SARASOTA  
SARASOTA POLICE DEPARTMENT  
EXTRA-DUTY PERMIT APPLICATION  
2099 Adams Lane, Sarasota, Florida 34237  
Telephone: (941) 954-7016 Fax: (941) 364-7357  
E-mail: SPDExtraduty@sarasotagov.com**

NAME OF APPLICANT (Business/Organization/Individual)	PRESIDENT, OWNER OR AUTHORIZED REPRESENTATIVE	TELEPHONE (DAY)	FAX NUMBER
AFTER HOURS CONTACT PERSON AND NUMBER	CELLULAR TELEPHONE NUMBER AND BILLING EMAIL ADDRESS		
ADDRESS OF EVENT	BILLING ADDRESS (PERMANENT ADDRESS)		
PERMIT SERVICE DATE(S) DAYS AND HOURS TO BE WORKED	NUMBER OF OFFICERS REQUESTED	OFFICERS REPORT TO	PREDICTED ATTENDANCE
DESCRIPTION OF SERVICES NEEDED. NAME AND DESCRIPTION OF EVENT			

**STAFFING REQUIREMENTS AND RATES**

<p><b><i>EXTRA DUTY DETAIL RATES:</i></b></p> <p>OFFICERS \$35.00/HOUR <span style="float: right;">Marked Vehicle \$10.00/HOUR (<i>required for all Traffic related details</i>)</span></p> <p>SUPERVISOR(S) \$45.00/HOUR <span style="float: right;">(IF FOUR OR MORE OFFICERS ARE REQUESTED, ONE OF THOSE OFFICERS MUST BE A SUPERVISOR)</span></p> <p>ADMINISTRATIVE FEE \$10.00/HOUR PER OFFICER</p> <hr/> <p><b><i>CITY PERMITTED SPECIAL EVENTS RATES:</i></b></p> <p>OFFICERS \$45.00/HOUR</p> <p>SUPERVISOR(S) \$60.00/HOUR <span style="float: right;">(IF FOUR OR MORE OFFICERS ARE REQUESTED, ONE OF THOSE OFFICERS MUST BE A SUPERVISOR)</span></p> <p>ADMINISTRATIVE FEE \$10.00/HOUR PER OFFICER</p> <p><b><i>POLICE EQUIPMENT:</i></b></p> <p>Marked Vehicle \$10.00/HOUR (<i>required for all Traffic related details</i>)</p> <p>Command Post \$10.00/HOUR</p> <p>Motorcycle/ATV/Golf Cart \$10.00/HOUR</p> <p>Bike \$10.00/HOUR</p> <p>Boat \$50.00/HOUR AND AN ADDITIONAL 1 HR. PAY FOR OPERATOR (MAINTAIN BOAT)</p> <p>Other _____ @ \$_____ TO BE DETERMINED BY C.O.P. OR DESIGNEE</p>
<p><b>The above fee schedule is subject to change by the Chief of Police. The Department shall give (5) business days notice of any such change to the applicant.</b></p>

Applicant Initial & Date \_\_\_\_\_

## **AGREEMENT AND CONDITIONS OF EXTRA-DUTY PERMIT**

### **AUTHORITY**

1. The applicant affirmatively asserts that he/she has full legal capacity and authority to act for and on behalf and to bind Applicant in entering into this agreement with the City of Sarasota/Sarasota Police Department ("Department").

### **REQUESTS**

2. Extra-Duty Permit Application shall not be approved if it is determined that the request is ambiguous, dubious, or appears to be beyond the scope of, or in conflict with, the purpose of the Department's Extra-Duty Employment Program; encompasses an activity under the definition of "private investigation" per Chapter 493, F.S.; is perceived to create a conflict of interest with the Department or the City of Sarasota (Chapter 112, F.S.); violates the provision of the State Beverage Laws in Chapter 561, F.S.; or is of a nature not in the best interest of the Department as determined by the Chief of Police.
3. Applicant shall apply by e-mail or fax, between the hours of 8:00 am and 4:00 pm, Monday through Friday. All applications must be received by the City of Sarasota Police Department's Extra-Duty Coordinator at least seven (7) calendar days prior to the date of employment. In emergency situations this requirement may be waived. Extra-duty employment is voluntary for officers, therefore, manpower cannot be guaranteed for all jobs.
4. Extra-duty requests that require specialized police equipment (i.e. police motorcycles, marked vehicles, bicycles, boats etc.) must be made seven (7) calendar days prior to the date needed.
5. Applicant and City shall furnish to each other such records, reports and documentation evidencing the performance of services pursuant to this agreement as may be reasonably be required or required by applicable law.
6. City reserves the right, at any time, to determine equipment or staffing needed to support the event or public safety as determined by the Chief of police or designee. The applicant and sponsor are responsible for the costs for said equipment and/or staffing pursuant to this agreement and any subsequent modifications made thereto.

### **COMPENSATION**

7. Applicant will make payment to the Department by cash, check, or money order. Payments are due in advance unless otherwise stated by the Department.

### **LATE FEES**

8. Payments are due and must be received by the Office of Special Events within (15) days of invoice date. There will a **\$100** late fee imposed for payments received after (15) days of invoice date.

### **GENERAL POLICIES**

9. In matters requiring law enforcement actions, applicant will not interfere and/or attempt to influence decisions or actions made by extra-duty personnel. Extra-duty officers remain employees of the Department and are subject to all laws, all departmental policies and procedures and may be subject to emergency call-back.
10. Pursuant to FS §561.25 no officers are permitted to engage in the sale of alcoholic beverages or to be employed by an establishment that sells alcoholic beverages for consumption on the premises except for security services with the written approval of the Chief of Police. Additionally, with the written approval of the Chief of Police, officers may provide extra-duty security services and may be employed by businesses that sell beer and wine to be consumed off the premises.
11. All extra-duty employment is subject to all rules and regulations as contained in Sarasota Police Department Standard Operating Procedures.
12. Extra-duty officers will not enforce any rules and regulations set up by the applicant that are not otherwise violations of law.
13. The Department reserves all rights in the assignment of officers and coordinators. Assignments are based on a rotation system. Special requests will be accepted but are not binding.
14. It is the Department's policy to review the extra-duty employment details taking place within the City of Sarasota, determine safety measures and appropriate staffing levels that will be implemented, and facilitate placing these measures into operation.

### **CANCELLATION**

15. The applicant may cancel a permit by contacting the coordinator at SPDExtraduty@sarasotagov.com or (941) 954-7016, twenty-four (24) hours prior to the event during business hours, no cancellation will be accepted on weekends, holidays, or after 4pm. If cancellation is not made at least twenty-four (24) prior to the date and time of the permit assignment, the applicant will be responsible for compensation to the Department for the minimum number of hours (three hours per officer scheduled) and an administrative fee determined by the agreed upon cost schedule.
16. Weather cancellations: The applicant will be responsible to pay members the three (3) hour minimum including the administrative fee if the event is cancelled due to inclement weather. If the event is not cancelled, but a rain date/back-up day was issued, members staffed for the back-up day will be compensated the three (3) hour minimum to include the administrative fee.
17. THE CITY OF SARASOTA POLICE DEPARTMENT CAN CANCEL A PERMIT AT ANY TIME, WITH OR WITHOUT CAUSE.

**Applicant Initial & Date** \_\_\_\_\_

**LIABILITY**

18. In consideration of the City approving and permitting its police officers to be hired by applicant for extra-duty employment, the Applicant covenants and agrees to defend, indemnify and hold harmless the City of Sarasota, Florida, its elected or appointed officers, employees and agents from any and all liability, claims demands, causes of action, judgments or suits (except for workers compensation claims or claims covered under the City's Law Enforcement Liability insurance policy), brought by or on behalf of, any person or entity and arising out of or in connection with any activity, act or omission by one or more of the police officers of the City while in the course and scope of their employment with the applicant, regardless of any negligence attributable to the City, its elected or appointed officers, employees or agents.

I, \_\_\_\_\_, AS AUTHORIZED REPRESENTATIVE OF AFOREMENTIONED APPLICANT, HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THIS PERMIT APPLICATION, INCLUDING THE "AGREEMENT AND CONDITIONS OF EXTRA-DUTY PERMIT" OF THIS PERMIT APPLICATION AND FURTHER AGREE THAT I WILL ABIDE BY AND BE SUBJECT TO THESE CONDITIONS IN ALL RESPECTS AND THAT UPON APPROVAL OF THE SARASOTA POLICE DEPARTMENT'S DESIGNEE THIS SHALL BECOME A BINDING CONTRACT.

\_\_\_\_\_  
SIGNATURE OF PRESIDENT, OWNER, OR AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
DATE SIGNED

**OFFICE USE ONLY**

GRANTED. THE ABOVE APPLICATION FOR PERMIT IS HEREBY GRANTED, AND THE ABOVE APPLICATION, TOGETHER WITH THE AFOREMENTIONED "CONDITIONS OF PERMIT" ARE HEREBY ADOPTED, BY REFERENCE, AND ARE MADE A PART AND CONSTITUTE THE TERMS AND CONDITIONS OF THIS PERMIT.

\_\_\_\_\_  
SIGNATURE OF SARASOTA POLICE DEPARTMENT DESIGNEE

\_\_\_\_\_  
DATE APPROVED