



**CITY OF SARASOTA  
SARASOTA POLICE DEPARTMENT  
EXTRA DUTY/SPECIAL EVENT OFFICER AGREEMENT  
2099 ADAMS LANE, SARASOTA, FLORIDA 34237  
E-MAIL: SPDEXTRADUTY@SARASOTAFL.GOV  
TELEPHONE: (941) 954-7016**



**STAFFING AGREEMENT**

**Please fill out the agreement in its entirety, incomplete agreements will not be accepted.**

**Name:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Contact #(s):** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Officer will report to:** \_\_\_\_\_ **Contact #:** \_\_\_\_\_

**Event Location & Address:** \_\_\_\_\_

**Type of Event:** \_\_\_\_\_

**Anticipated Issues/Threats:** \_\_\_\_\_

\_\_\_\_\_

**Event Hours:** \_\_\_\_\_

**Street Closure/Street Crossings:** \_\_\_\_\_

\_\_\_\_\_

**Estimated Attendance:** \_\_\_\_\_ **Alcohol:** \_\_\_\_\_

**Officer Reports to:** \_\_\_\_\_ **Contact #:** \_\_\_\_\_

**Requesting Weekly/Monthly Coverage: Day(s)/Hours of the week:**

\_\_\_\_\_

**Beginning on:** \_\_\_\_\_ **Ending on:** \_\_\_\_\_

**Private Security Hired:** \_\_\_\_\_

**\*YES – Please provide security schedule and contract**





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**RATES**

**EXTRA DUTY OFFICER RATES** (RATES DO NOT INCLUDE ADMINISTRATIVE AND/OR ADDITIONAL FEES):

OFFICERS \$45/HOUR  
SUPERVISOR(S) \$60/HOUR (IF FOUR OR MORE OFFICERS ARE REQUESTED, THE FOURTH OFFICER MUST BE A SUPERVISOR)

**PERMITTED SPECIAL EVENT OFFICER RATES** (RATES DO NOT INCLUDE ADMINISTRATIVE AND/OR ADDITIONAL FEES):

OFFICERS \$50/HOUR  
SUPERVISOR(S) \$65/HOUR (IF FOUR OR MORE OFFICERS ARE REQUESTED, THE FOURTH OFFICER MUST BE A SUPERVISOR)

**PREMIUM RATES FOR EXTRA DUTY & CITY PERMITTED** (RATES DO NOT INCLUDE ADMINISTRATIVE AND/OR ADDITIONAL FEES):

OFFICERS \$70/HOUR  
SUPERVISOR(S) \$80/HOUR

PREMIUM RATES WILL BE IMPLEMENTED FOR THE FOLLOWING:

- LAST MINUTE REQUESTS EXTRA DUTY– SEVEN (7) BUSINESS DAYS OR LESS PRIOR TO THE REQUESTED DATE(S)
- LAST MINUTE REQUESTS PERMITTED EVENT– THIRTY (30) BUSINESS DAYS OR LESS PRIOR TO THE REQUESTED DATE(S)
- CHRISTMAS EVE & CHRISTMAS DAY
- SUPER BOWL SUNDAY
- NEW YEAR’S EVE
- THANKSGIVING & BLACK FRIDAY
- MEMORIAL DAY
- EASTER SUNDAY
- INDEPENDENCE DAY & BOAT RACE WEEKEND

**ADMINISTRATIVE FEE:**

\$10.00/HOUR PER OFFICER

**ADDITIONAL FEES:**

**MARKED VEHICLE** \$20.00 FLAT RATE PER VEHICLE (REQUIRED FOR ALL TRAFFIC RELATED DETAILS)

**MOTORCYCLE/ATV/GOLF CART** \$20.00 FLAT RATE PER VEHICLE

**BIKE** \$10.00 FLAT RATE PER VEHICLE

**BOAT** \$50.00/HOUR AND AN ADDITIONAL 1 HR. PAY FOR OPERATOR (MAINTAIN BOAT)

**PLANNING:** IF YOUR EVENT EXCEEDS THREE (3) HOURS OF PLANNING THE APPLICABLE SUPERVISOR RATES APPLY PER HOUR ON THE FOURTH (4<sup>TH</sup>) HOUR AND ABOVE.

OTHER \_\_\_\_\_ @ \$ \_\_\_\_\_ TO BE DETERMINED BY C.O.P. OR DESIGNEE

**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.**



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**CONDITIONS OF AGREEMENT**

**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 AGREEMENT 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, 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) BUSINESS DAYS PRIOR TO THE DATE OF EMPLOYMENT. IN EMERGENCY SITUATIONS THIS REQUIREMENT MAY BE WAIVED. CONTRACTS RECEIVED SEVEN (7) BUSINESS DAYS PRIOR TO THE EVENT ARE CONSIDERED LAST MINUTE AND WILL BE CHARGED AT THE PREMIUM RATE. 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) BUSINESS 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 VIA CHECK, OR MONEY ORDER. PAYMENTS ARE DUE IN ADVANCE UNLESS OTHERWISE STATED BY THE DEPARTMENT. OFFICERS AND SARASOTA POLICE DEPARTMENT STAFF WILL **NOT** ACCEPT CASH AT ANYTIME.

**PREMIUM RATES**

8. PREMIUM RATES WILL BE IMPLEMENTED FOR THE FOLLOWING:
  - LAST MINUTE REQUESTS EXTRA DUTY– SEVEN (7) BUSINESS DAYS OR LESS PRIOR TO THE REQUESTED DATE(S)
  - LAST MINUTE REQUESTS PERMITTED EVENT– THIRTY (30) BUSINESS DAYS OR LESS PRIOR TO THE REQUESTED DATE(S)
  - CHRISTMAS EVE & CHRISTMAS DAY
  - SUPER BOWL SUNDAY
  - NEW YEAR’S EVE
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**LATE FEES**

9. PAYMENTS MUST BE RECEIVED BY THE OFFICE OF SPECIAL EVENTS WITHIN (30) DAYS OF INVOICE DATE. THERE WILL A **\$100** LATE FEE IMPOSED FOR PAYMENTS RECEIVED AFTER (30) DAYS OF INVOICE DATE.

**GENERAL POLICIES**

10. 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.
11. PURSUANT TO FS §561.25, F.S., NO OFFICERS ARE PERMITTED TO ENGAGE IN THE SALE OF ALCOHOLIC BEVERAGES OR TO BE EMPLOYED IN CONNECTION WITH THE OPERATION OF ANY BUSINESS LICENSED UNDER THE BEVERAGE LAW.
12. OFFICERS ARE PROHIBITED FROM WORKING WITHIN THE CONFINES OF THE ALCOHOL ESTABLISHMENT. OFFICERS SHALL REMAIN ON THE OUTSIDE OF THE BUILDING PATROLLING THE EXTERIOR AREAS OF THE BUSINESS AND PARKING LOTS.
13. ALL EXTRA-DUTY EMPLOYMENT IS SUBJECT TO ALL RULES AND REGULATIONS AS CONTAINED IN SARASOTA POLICE DEPARTMENT STANDARD OPERATING PROCEDURES.
14. EXTRA-DUTY OFFICERS WILL NOT ENFORCE ANY RULES AND REGULATIONS SET UP BY THE APPLICANT THAT ARE NOT OTHERWISE VIOLATIONS OF LAW.
15. OFFICERS WILL BE DRESSED IN THEIR DEPARTMENT ISSUED PATROL UNIFORM. EXCEPTION TO THIS RULE MUST BE APPROVED BY THE C.O.P. OR DESIGNEE.
16. 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.
17. 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.
18. FOR EVENTS WHERE THE ATTENDANCE IS UNDERESTIMATED, THE OFFICER(S) MAY AT HIS/HER DISCRETION NOTIFY THE CUSTOMER THAT ADDITIONAL OFFICERS ARE NEEDED. WHETHER OR NOT THE CUSTOMER WAS ABLE TO BE NOTIFIED, THE ADDITIONAL OFFICERS MAY BE CALLED IN AND THE CUSTOMER WILL BE BILLED ACCORDINGLY.

**CANCELLATION**

19. THE APPLICANT MAY CANCEL AN AGREEMENT BY CONTACTING THE COORDINATOR AT **SPDEXTRADUTY@SARASOTAFL.GOV, FORTY-EIGHT (48) 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 **FORTY-EIGHT (48) HOURS** PRIOR TO THE DATE AND TIME OF THE REQUEST, 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.
20. 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.
21. THE CITY OF SARASOTA POLICE DEPARTMENT CAN CANCEL AN AGREEMENT AT ANY TIME, WITH OR WITHOUT CAUSE.
22. TO REPORT AN OFFICER NOT ON SITE, PLEASE CONTACT THE SARASOTA POLICE DEPARTMENT AT 941-954-7016 DURING REGULAR BUSINESS HOURS. AFTER HOURS PLEASE CALL DISPATCH NON-EMERGENCY 941-316-1199 AND ASK TO HAVE AN SPD SUPERVISOR CALL YOU.



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23. IT IS THE RESPONSIBILITY OF THE EVENT COORDINATOR TO NOTIFY THE SPECIAL EVENTS COORDINATOR IF THE OFFICE WILL BE CLOSED FOR A HOLIDAY OR ANY OTHER PURPOSE WHEN AN EXTRA DUTY OFFICER IS NORMALLY SCHEDULED.

**LIABILITY**

24. 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 AGREEMENT, INCLUDING ALL TERMS AND CONDITIONS OF THIS AGREEMENT AND FURTHER AGREE THAT I WILL ABIDE BY AND BE SUBJECT TO THESE TERMS AND 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



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Thank you for using our Extra Duty/Special Event Employment Program to meet your specific security and safety needs. In the interest of providing you with efficient and effective services, we ask that you please complete the following short questionnaire and return it to our office via e-mail **SPDExtraduty@sarasotafl.gov** following your event.

If you experience any problems relating to the Extra-Duty Employment Program, please contact the Extra Duty/Special Event Program Coordinator the following business day at (941) 954-7016 or via e-mail at **SPDExtraduty@sarasotafl.gov**. We thank you for your time in filling out this questionnaire.

Name of Employer: \_\_\_\_\_

Name/Date of Event: \_\_\_\_\_

Address: \_\_\_\_\_

**(Circle the most appropriate response to each question)**

- |   |     |    |
|---|-----|----|
| 1. Officers Arrived/Departed as scheduled.  | YES | NO |
| 2. The officers were prompt and attentive to security needs.  | YES | NO |
| 3. The officers were professional in appearance and demeanor.   | YES | NO |
| 4. The extra duty/special event coordinator was courteous and helpful with the information and assistance I needed. | YES | NO |
| 5. Comments: _____  |     |    |