

Ocean Ridge Police Department

“Committed to Professionalism”

Special Duty Detail Application

*Scott McClure
Police Chief*

NOTICE TO APPLICANT

In compliance with Ocean Ridge Police Department General Orders, this application is required to request the special-duty services of police officers.

Payment for Special-Duty Details will be made directly to the Town immediately upon assignment of the detail, or on the pay cycle of the requesting party. The Police Department may cancel this permit without advance notice or cause at any time. The Ocean Ridge Police Department will attempt to place Officers during the requested dates and hours. Because of emergencies, inability to find an Officer to work this detail or other unforeseen circumstances, this permit may not be filled when requested.

The premium rate applies to details requested 48 hours or less before the actual detail date. The following holidays will be charged at double the standard rate: Thanksgiving 1200-2400; Christmas Eve 1200-2400; Christmas Day 0000-2400; New Year’s Eve 1200-2400; New Year’s Day 0000-2400.

PLEASE NOTE THERE IS A THREE (3) HOUR MINIMUM FOR ALL SPECIAL DUTY EMPLOYMENT. CANCELLATIONS MADE WITHIN 3 BUSINESS DAYS OF THE SCHEDULED DETAIL WILL BE SUBJECT TO A CHARGE EQUAL TO THREE HOURS PAY FOR THE OFFICER REQUESTED.

RATES: Standard \$65.00 / hour per officer
Premium \$70.00 hour per officer
Holiday \$130.00 hour per officer
\$25.00/ vehicle per hour

Details requiring the assignment of three (3) or more Officers require the assignment of a Sergeant or higher to supervise the detail.

6450 North Ocean Boulevard – Ocean Ridge, Florida 33435
Dispatch (Non Emergency) (561)732-8331
Website: www.oceanridgeflorida.com

Ocean Ridge Police Department

Special Duty Detail Application

Email To: dispatch@oceanridgeflorida.com

Resident/Business Name: _____ Phone Number: _____

Applicant: _____ Fax Number: _____

Address of event: _____

Mailing Address: _____

Contact Person at the event: _____

Type of event: _____

Will alcohol be served at the event YES _____ NO _____ Number of expected Participants: _____

Officer Duties:

Do you require a Uniformed Officer? YES _____ NO _____

How Many Officers do you require: _____

Police Vehicle Required: YES _____ NO _____

Starting Date: _____ Ending Date: _____

Starting Time: _____ Ending Time: _____

Applicant Signature: _____ Date: _____

OCEAN RIDGE POLICE DEPARTMENT

Special Duty Detail Agreement

The Ocean Ridge Police Department provides police services for security and traffic control functions at the request of private persons or organizations within the Town of Ocean Ridge. Such services are paid for by the private party and must be in the best interest of the Town. Acceptance of the request for Special Duty Details will be at the discretion of the Chief of Police.

The following conditions apply to the hiring of Special Duty Details. Please read and sign where indicated to acknowledge your acceptance of these conditions.

- The standard rate for Special Duty Details is paid at a rate of \$65.00 an hour. Special Duty Details will be scheduled to begin on the ½ hour. A premium rate of \$70.00 an hour will be charged for Special Duty details requested less than 48 hours in advance.
- Special Duty Details requested for the following Holidays; Thanksgiving 1200-2400; Christmas Eve 1200-2400; Christmas Day 0000-2400; New Year’s Eve 1200-2400; New Year’s Day 0000-2400 will be charged at \$130.00 per hour per officer.
- Payment for Special Duty Details is due no later than the scheduled start of the Special Duty Detail.
- A minimum of 3 hours per officer is required for a Special Duty Detail assignment.
- Special Duty Details cancelled with less than 48 hours’ notice prior to the beginning of the detail shall be charged 3 hours for each officer assigned from the beginning of the detail.
- Special Duty Details cancelled after the beginning of the detail will be charged for the originally scheduled hours of the day of cancellation. In cases involving 24 hour a day details, the remaining shift at cancellation and one subsequent shift will be charged in full. The remaining 48 hours (if applicable) from the time of cancellation will be charged 3 hours for each officer assigned.
- Special Duty Details should be requested by a signed agreement at least 5 days prior to the detail. Any requests received with less than 5 days’ notice will be filled subject solely to the availability of an officer. (Every effort will be made to accommodate the request.)
- Special Duty Details for holidays must be requested by signed agreement at least 14 days prior to the detail.
- In the event that an officer becomes unavailable, the requesting party will be advised of that fact by phone or fax as soon as practicable prior to the event. Fes paid will be refunded in such cases.

The detail you have requested is as follows:

Location:	Date(s):	
Time(s):	Officer(s):	
Contact:	Detail:	Bill To:

I have read the above Special Assignment Overtime Agreement and understand the charges and restrictions that are involved. The details of the request above are correct. I accept responsibility for all charges incurred.

_____	_____	_____
Name (printed)	Signature	Date

THIS AGREEMENT MUST BE SIGNED AND EMAILED TO DISPATCH@OCEANRIDGEFLORIDA.COM BEFORE ANY OFFICERS WILL BE ASSIGNED.