



Extra-Duty Agreement (Conditions of Permit)

Revised 01/05/09

PROCEDURES FOR APPLICATION

1. Apply in person or by fax at least seven (7) days before the event at the above address, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.
2. Any applications made less than seven (7) days in advance are only processed with the understanding that the assignment may not be filled.
3. A background check is required for establishments/organizations/persons serving alcoholic beverages.

TYPES OF PERMITS

1. A permanent permit is issued when service of officers in an extra duty capacity will be needed on a regular/recurring basis.
2. A temporary permit is issued when service of officers in an extra duty capacity will be needed for a period of less than two (2) weeks.
3. The final determination of permit type rests with the Chief of Police.
4. This type of permitting is different from Special Events Permits that are issued through the City of Palatka and police services are negotiated as part of that permitting process.

PAYMENT METHODS

1. **Permanent Permit** – Permittee will be billed weekly, bi-weekly or monthly and must make payment upon receipt of billing, in cashiers check, cash, money order, or company check.
2. When payment(s) are more than sixty (60) days in arrears, it will be considered for suspension of the permit. The Permittee will be notified and further extra-duty employment will be withheld pending settlement of the account and/or civil proceedings.
3. **Temporary Permit** – Permittee may pay for services before the assignment, if unable to pay prior to the assignment, the Permittee will be invoiced. (This will be at the discretion of the Chief of Police). The acceptable forms of payment are a cashier's or personal check, cash, or money order. Officers can work additional hours with permission granted by the shift commander or Operations Commander. If this should occur, the Permittee will be invoiced the additional charges. To prevent this, the Permittee can pay for extra hours and if unused will be reimbursed.
4. **PAYMENT FOR SERVICES (HOURLY WAGE) IS MADE TO THE OFFICER.**
5. **PAYMENT OF ADMINISTRATIVE FEES SHALL BE INVOICED SEPERATELY AND PAID TO THE PALATKA POLICE DEPARTMENT.**

UNSCHEDULED HOURS

1. If an officer works additional hours (e.g. makes an arrest while working extra duty) on an Extra Duty assignment, the Temporary Permittee will be responsible for payment of the additional costs if it is deemed "as a result of the assignment."
2. If this occurs on a Permanent Permit assignment, the Permittee's regular billing will reflect the additional costs if it is deemed "as a result of the assignment."

OFFICER'S PAY VOUCHER

The Permittee shall be responsible for documenting in voucher form the hours worked by each officer. The report/voucher of hours shall be submitted to the Operations Commander or his/her designee on a weekly, bi-weekly or monthly basis for the tabulation of administrative fees. The individual voucher or master voucher must be signed (verifying hours) by the permittee prior to submission.

REFUNDS

1. **Permanent Permits** – In cases where refunds are due, a credit or refund will be processed as requested by the Permittee.
2. **Temporary Permits** – The Permittee's refund will be processed within 30 days.

RATE SCHEDULE

Officers	-	\$21.00 an hour
Administrative Fee	-	\$5.00 an hour

NOTE – The Permit Application will reflect the minimum hours charged. The above rate schedule is subject to change. The permanent permittees will be notified of such changes as soon as possible before the increase.

STAFFING REQUIREMENTS

1. The Palatka Police Department will determine the appropriate number of officers required for extra-duty details.
2. Every fifth person assigned will be a sergeant.
3. Establishments/organizations/persons serving alcoholic beverages will have a minimum of three (3) officers assigned to the detail. The Police Department may

require additional officers based on an assessment. **The Palatka Police Department will not schedule extra-duty personnel for alcohol establishments. Exceptions to this rule are subject to approval by the Chief of Police.**

In cases where the Permittee underestimated the attendance, the On-Duty Supervisor or senior officer may at his/her discretion notify the Permittee that additional officers are needed. Whether or not the Permittee could be notified, the additional officers may be called in and the Permittee billed accordingly.

CANCELLATION PROCEDURES

1. Cancellations by the Permittee
 - a. Cancellations by the Permittee should be made at least 24 hours before the assignment begins.
 - b. If the Operations Commander receives less than 24 hours notice from the Permittee, (with exception of a natural disaster) the Permittee will be charged and the assigned officer(s) will be paid the minimum number of hours as indicated on the permit.
 - c. Call **386-329-0115** for cancellations during business hours.
 - d. Unavoidable cancellations of an impending assignment during non-business hours will be directed to the on-duty Patrol Commander via Putnam County Central Dispatch at **386-329-0801**.

NOTE – It is the responsibility of the Permittee to notify the Police Department if the business or organization will be closed for a holiday or for any other purpose when extra duty officers are normally scheduled. If Permittee fails to notify the Patrol Support Officer that officers are not needed that day, the normal minimum charges for the assignment will apply.

2. Cancellations by the Palatka Police Department
 - a. Cancellations by the Operations Commander, or on-duty Patrol Commander
 - 1.) Under extraordinary circumstances, if an assigned officer is unable to fulfill the assignment due to illness or injury and the Operations Commander or on-duty Patrol Commander is unable to obtain a substitute; the permit assignment may be cancelled.

- 2.) If this is a Temporary Permit, the hours scheduled and not worked will be refunded, if paid in advance. On a Permanent Permit, the hours worked will not be billed.

b. Cancellations by the Chief of Police

- 1.) In the case of a Departmental need or community emergency, the Chief or his designee may cancel extra-duty permit assignments. The extra duty officers would then be immediately available for service to the department. If this is a Temporary Permit, the hours scheduled and not worked will be refunded, if paid in advance. On a Permanent Permit, the hours worked will not be billed.

WORKER'S COMPENSATION/LIABILITY

The City of Palatka is self-insured for general liability and statutory workers' compensation coverage. Police officers assigned to extra duty work are afforded this coverage for activities defined as "law enforcement officer duties", and are considered to be City of Palatka employees while performing this work. Activities not defined as law enforcement officer duties are not covered by the City of Palatka under its' workers' compensation coverage.

Law Enforcement Officer Duties – those activities that are specific to the authority of the officer such as lawfully directing persons and their activities to prevent or intervene in potential or actual criminal activities, making arrests and directing traffic.

OFFICER NOT REPORTING FOR EXTRA DUTY JOB

If an officer was scheduled to work and did not report, the Permittee should immediately notify the Operations Commander at 386-329-0115, or after normal business hours; on-duty Patrol Supervisor through the Putnam County Central Dispatch at 386-329-0801.

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 Permittee will be notified immediately.

HOLIDAY PAY

Officers, regardless of rank or capacity, will be paid an additional \$7.00 per hour on the following holidays:

New Years Day, January 1
Easter Observed Holiday
Memorial Day Federal Holiday
July 4th , Federal Holiday
Labor Day, First Monday in September
Thanksgiving Day, Fourth Thursday in November
Christmas Eve, December 24th
Christmas Day, December 25th
New Years Eve, December 31st

SCHEDULED HOURS CHANGED

The Operations Commander or his/her designee will try to accommodate schedule change requests if made 24 hours prior to the time of the event.

MINIMUM HOURS FOR ASSIGNMENT

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

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NOTICE TO PERMITTEES

The officers are at all times subject to the policies of the City of Palatka and the rules and regulations governing employees of the Palatka Police Department (PPD). A Permittee 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 Palatka Police Department policy or procedures and Permittees are 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 deemed to be in conflict with the guidelines established by the Palatka 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 Permittees from obtaining other necessary permits for this event.

The City of Palatka 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.

Thank you,

**Gary S. Getchell
Chief of Police**

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

Signature of Permittee Date

Federal ID#/Soc. Sec# _____