



CITY OF PUNTA GORDA

POLICE DEPARTMENT
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
(941) 575-5533
CityofPuntaGordaFL.com

OFF DUTY VENDOR CONTRACT – POLICE DEPARTMENT

| PERMITTEE | | | | | | | | |
|--|--|---|--|---|---|---------------|-------|--|
| Event Name | | | | | Organization | | | |
| Name of Permittee/Vendor | | | | | Title | | | |
| Address | | | | City | | | State | |
| Phone #'s | | | | | | Email address | | |
| DATE(S) SERVICE IS NEEDED | | | | | | | | |
| Hours | | From: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM | | | TO: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM | | | |
| Number of officers requested | | | | Per hour for Officer (two hour minimum) | | | | |
| | | X | | | | | = \$ | |
| ALL FEES WILL BE PAID PER THE CURRENT CITY'S CALCULATED RATE FOR THE CITY EMPLOYEE AT THE TIME OF THE EVENT. PLEASE CONTACT EACH DEPARTMENT FOR THE CURRENT CITY'S CALCULATED RATE. | | | | | | | | |
| PAYMENTS WILL BE MADE WITHIN TEN (10) DAYS OF THE EVENT UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE. IF THE PERMITTEE/VENDOR CANCELS THE DETAIL ON THE DAY OF THE EVENT, A THREE (3) HOUR MINIMUM PER OFFICER WILL BE CHARGED. | | | | | | | | |
| Description of service to be provided | | | | | | | | |
| Report to | | | | | | | | |
| I, _____ as authorized representative of _____ (hereafter "Permittee") hereby acknowledge that I have read and understand the attached "Conditions of Permit" and that Permittee will abide by and be subject to these condition in all respects if a permit is issued at a result of this application. In addition, that Punta Gorda Police Department and its member will not be held liable for damages or injuries by Permittee that may be caused be a third party in connection with services provided under this permit. | | | | | | | | |
| Signature Authorized Representative of Vendor | | | | Date | | | | |
| The above application for permit is hereby granted, and above application together with the attached "Conditions of Permit are hereby adopted, by reference, and are made part of and constitute terms and conditions of this permit. Expiration date of this permit | | | | | | | | |
| Signature City Representative | | | | Date | | Permit Number | | |
| ALL PERMITS MUST BE OBTAINED 10 DAYS PRIOR TO THE EVENT DATE | | | | | | | | |

Florida's Harborside Hometown



Off Duty Vendor Contract
CONDITIONS OF PERMIT
Extra-Duty Law Enforcement/Security Related Services

The following are general conditions that the person/business requesting Extra-Duty Law Enforcement/Security:

1. If you require assistance with a scheduled detail after normal administrative hours (M-F 8:00am-4:30pm), contact must be made with the Operations Captain on duty by calling 941-575-5533.
2. Extra-Duty employment shall be suspended any time a conflict is found to exist, the employment interested with the member's primary duties as a law enforcement officer, is in violation of State or Federal law or Office policy.
3. The rate charged an employer for extra-duty law enforcement security related services shall be standardized hourly rate established by the City of Punta Gorda Police Department which shall include compensation of personnel, any applicable employment taxes, and any administrative costs to administer the program.
 4. Payment for any services directly to the member is strictly prohibited. The City of Punta Gorda Police Department will be responsible for collecting such payment and making disbursement to the member.
 5. Extra Duty law enforcement services shall be performed within the boundaries and jurisdiction of Punta Gorda.
6. The person/business making the request for Extra-Duty law enforcement services, may request a particular member to work the detail, however the City of Punta Gorda Police Department has final selection of all members who work extra-duty law enforcement details.
7. If no particular member is requesting to work the Extra-Duty law enforcement detail, the City of Punta Gorda Police Department reserves the right to forward the contract to the Charlotte County Sheriff's Office and the person/business holding the event will be billed at the Charlotte County Sheriff's Office current billing rate.
8. The person/business requesting the extra-duty law enforcement service will make payment within ten (10) days of the service being performed. Payment will be made to the City of Punta Gorda Police Department and will accompany the application for request of services.
9. Cancellations of service by the Permittee (person/business requesting service) **MUST** be made during normal business hours (Monday through Friday 7:30 a.m. to 4:00 p.m.) at least 2 full business days before the scheduled event. No cancellations will be accepted on weekends, holidays, or after 4:00 p.m. Notification of cancellations must be made via email to: nahra@cityofpuntagordafli.com and jdavault@cityofpuntagordafli.com. For the unforeseen issues after normal business hours, call our Communications Center at 941-639-4111. Failure to do so will result in the City of Punta Gorda Police Department billing permittee for three (3) hours minimum for administrative cost.
10. If the employment has been sanctioned and authorized as provided in this policy, liability and Worker's Compensation Insurance Coverage provided by the Police Department will be in effect if the off-duty officer sustains an injury while enforcing the criminal, traffic or penal law of the State or City ordinances while the member is performing extra-duty law enforcement/security related employment.
11. All permits must be obtained 10 days in advance. In emergency situations, exceptions may be made by the program administrator.

I have read, understand and agree to the above-listed conditions.

Signature of Permittee/Vendor/Employer Requesting Extra Duty Detail

Date



PUNTA GORDA POLICE DEPARTMENT

A State Accredited Excelsior Law Enforcement Agency



December 4, 2024

To: Extra Duty Police Officer Hiring Entities

Based on the Collective Bargaining Agreement, there have been changes made to the Punta Gorda Police Department's Extra Duty Police Officer hiring program. These changes will be effective December 4, 2024. This will include a rate increase to hire off duty police officers. Below is a list of the changes.

Revised rates:

Regular Security Events: **\$70 per hour** (three hour minimum)

Regular Security Events Supervisor* **\$80 per hour** (three hour minimum)

*Supervisor is required when five or more officers are requested or required for an event

Traffic Control Details where primary responsibility is to cross pedestrians or direct vehicles: **\$78 per hour** (three hour minimum)

Holiday/Last Minute Details (details not providing three full business days notice): **\$89 per hour** (three hour minimum)

| | | | |
|-------------------|------------------|---------------------------------------|------------------------|
| Holidays include: | New Year's Eve | New Year's Day | Martin Luther King Day |
| | President's Day | Easter Sunday | Memorial Day |
| | Independence Day | Labor Day | Veterans Day |
| | Thanksgiving Day | Black Friday (Day after Thanksgiving) | |
| | Christmas Eve | Christmas Day | |

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