



# REQUEST FOR OFF DUTY POLICE DETAIL



DATE:

TO: Chief of Police  
Boynton Beach Police Department  
100 E. Boynton Beach Blvd.  
Boynton Beach, FL 33435  
Fax # 561-742-6846

FROM: Requesting Party: \_\_\_\_\_  
Address: \_\_\_\_\_

Date of Detail: \_\_\_\_\_

Location of Detail: \_\_\_\_\_

The Requesting Party requests to hire (insert number) off-duty Police Officer(s) to provide private security services on the dates and times indicated on the attached schedule.

The following terms are understood and agreed by the Requesting Party:

1. All off duty security services are provided by off-duty police officers, not by the City of Boynton Beach.
2. The City of Boynton Beach is acting solely as the coordinator of services for the benefit and convenience of the off-duty officers and the Requesting Party.
3. The City of Boynton Beach assumes no responsibility for the actions of the off-duty officers while they are under the control of the Requesting Party.
4. The City represents that the officer is a law enforcement officer certified by the State of Florida but makes no representations as to the police officers suitability to perform the security tasks assigned by the Requesting Party.
5. The Requesting Party covenants not to sue the City of Boynton Beach, its officers, agents and employees for any claims arising out of the conduct of the off-duty officer. The monetary consideration for Requesting Party's covenant not to sue is calculated in the stated rates.
6. The cost is \$42.00 per hour per officer for a 3 hour minimum period per day. If the detail falls on a holiday / premium day, billing will be 1.25 hours per hour worked. Holidays / premium days are as follows: New Year's Eve & Day, Super Bowl Sunday, Easter, Memorial Day, Independence Day, Labor Day, Halloween, Thanksgiving Day, Black Thursday / Friday specific details and Christmas Eve & Day.
7. Twenty-four (24) hour notice is required to cancel or change all or any part of the scheduled detail. If 24-hour notice is not given, the 3 hour minimum rate will be assessed if the officer reports to work. Notification of cancellation or change may be made to the Police Department at 742-6126 during the hours of 8:00 AM – 5:00 PM, Monday-Friday. If cancellation is requested other than the hours above, the Requesting Party must contact a Watch Commander at 742-6100 when contacting the Police Department for cancellation.
8. The City of Boynton Beach will submit bills on a monthly basis, to be paid upon receipt, but in no case later than 10 working days after the billing date. In the event of legal action to collect unpaid charges, the Requesting Party shall be obligated for interest on the delinquency, plus the City's attorney fees

and court costs.

9. The City of Boynton Beach may require a refundable security deposit equal to the first four weeks obligation, calculated as follows:

(Anticipated man hours/week X cost/hour X 4 weeks = Deposit)

For short term details, the City of Boynton Beach may require a 100% deposit.

10. If the City of Boynton Beach requires a security deposit, the deposit will be applied to any delinquent amount due under this agreement on the fifth day after the due date.
11. If the bill is to be made to an individual or business entity which resides or exists outside the City Limits of Boynton Beach, the City of Boynton Beach may require the security deposit to be made in cash or by certified check.
12. The City of Boynton Beach will maintain official billing records for all off duty details. All inquiries should be made to Sarah Byers at 742-6102.
13. Invoices shall be sent to:

Name of Company: \_\_\_\_\_  
Attention: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. In case of problem or question, the City of Boynton Beach should contact:

\_\_\_\_\_ At \_\_\_\_\_  
(Name) (Phone #)

15. A copy of this agreement will be returned to Requesting Party when approved and deposit is received.

\_\_\_\_\_  
Signature of Authorized Representative/  
Title of Requesting Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief of Police

Approve  
 Disapprove

\_\_\_\_\_  
Date

## OFFICER SCHEDULE

DATE OF DETAIL	# OF OFFICERS REQUESTED	ARRIVAL AND DEPARTURE TIME OF OFFICER	WITH VEHICLE	WITHOUT VEHICLE

\_\_\_\_\_ # hours  
 X price  
 (Deposit)

Payment Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Latest Date for Cancellation: \_\_\_\_\_

Brief description of Officer duties (i.e. door security, parking lot security, walking around detail area, etc.):

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