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# TAMPA POLICE DEPARTMENT

## Extra Duty Conditions of Permit

Effective July 1, 2008



One Police Center  
411 N. Franklin Street  
Tampa, FL 33602  
(813) 276-3385  
Fax (813) 276-3389

**A. PROCEDURES FOR APPLICATION**

1. Apply in person or via Fax (276-3389). Requests for service must be received seven (7) days before the event at the above address, between the hours of 8:00 A.M. and 4:00 P.M. Monday through Friday. Any requests made less than seven (7) days in advance are only processed with the understanding that the assignment may not be filled.
2. Background check is required for establishments with Alcohol license. The background check requires 2 weeks and an additional fee applies.

**B. TYPES OF PERMIT**

1. A Permanent Permit is issued when service of officers in an extra-duty capacity will be needed on a regular recurring basis. Upon initiation of a permanent permit, the customer must pay a deposit equal to two (2) months estimated billing. **Upon termination of the permit, the deposit will be applied to any outstanding balance due, and any remaining deposit balance will be refunded to the customer.** The extra duty supervisor may adjust the amount of deposit required based on actual history of extra duty service.
2. A Temporary Permit is issued when service of officers in an extra-duty capacity will be needed during a period of less than two (2) weeks. A temporary customer will be required to pay for the service requested before an Officer will report to the assignment.

NOTE: The final determination of permit type rests with the Extra Duty Supervisor.

**C. PAYMENT METHODS**

1. Permanent Permit: Customer will be billed monthly and must make payment upon receipt of billing, in cashier's check, cash, money order, or company check.

**The Director of Finance, or his designee, is authorized to declare all fees due and payable, and revoke the credit privileges for use of the Extra Duty services any time, upon finding that the user's current billing for usage of the Extra Duty services is delinquent or exceeds the user's payment guarantee (deposit). A billing will be declared delinquent when payment in full has not been received by the City by the last calendar day of the month in which the bill is dated, or twenty (20) calendar days after the initial billing date, whichever is greater.**

**A late fee of \$25.00 will be charged on any delinquent account beginning the forty-fifth (45<sup>th</sup>) calendar day following the initial billing date, and each subsequent 30 day interval from such date until the account is no longer in delinquency.**

2. Temporary Permit: Customer must pay for services before the assignment. The acceptable forms of payment are a cashier's check, cash, or money order. Officers can work additional hours with permission granted by the shift commander or extra duty staff. If this should occur, the customer must pay the additional charges the next business day at the Extra Duty Office. To prevent this, the customer can pay for extra hours and if unused will be reimbursed. **NO OFFICER IS ALLOWED TO ACCEPT MONIES FROM A CUSTOMER.**

**D. UNSCHEDULED HOURS**

1. If an officer works additional hours (i.e. makes an arrest while working extra-duty) on an extra duty assignment, the customer is responsible for prompt payment of the additional costs.
2. If this occurs on a Permanent Permit assignment, the customer's regular billing will reflect the additional costs and the officer will be compensated.

**E. OFFICER'S PAY VOUCHER**

1. The customer or designee must sign the officer's pay voucher **UPON COMPLETION** of the assignment.
2. For large assignments, the customer or designee must sign the master voucher that covers all officers on that assignment.

**F. REFUNDS**

1. Permanent Permits - In cases where refunds are due, a credit or refund will be processed as requested by the customer and approved by the Extra Duty Supervisor.
2. Temporary Permits - The customer's refund will be processed within 15 days.

**G. RATE SCHEDULE**

1. Routine assignments: "Normal" extra-duty assignments other than Special Events.
2. "Special Event" extra-duty assignment to include but not limited to events:

- a. That require a City of Tampa Permit
- b. Involve temporary road closures
- c. Require right – of – way closures
- d. Temporary wet zones
- e. Runs and walks
- f. Active traffic control – officer actively / physically engaged in directory vehicular / pedestrian traffic
- g. Other special events
3. Alcohol Establishments – Refer to Appendix “B”
4. “Specialty Teams” area available – call for additional information
  - a. K-9 Team
  - b. Dive
  - c. Marine
  - d. Mounted
  - e. Motorcycle
5. Refer to appendix “A” for current hourly rates.
6. Application for Background Check: \$100.00
7. Specific Planning Administration required \$ 41.00 per hour
8. Holiday Rate: Additional \$6 per hour for Routine assignments

NOTE: The City of Tampa will pay the Officer’s salary as well as pay for worker’s compensation and general liability insurance, administrative resource costs, automobile fuel, maintenance and insurance. THE \$7.00 PER HOUR IS INCLUDED IN ABOVE RATES!

#### **H. STAFFING REQUIREMENTS**

1. One (1) Sergeant for every 5-10 Officers
2. One (1) Lieutenant for every 2-5 Sergeants
3. One (1) Captain for every two (2) or more Lieutenants
4. Two (2) Officers minimum per 500 with alcohol
5. Three (3) Officers minimum for Beer Tents

If the Extra-Duty Supervisor determines that the size of the event warrants, the customer will work with special events planning officer to determine the number of officers needed for the assignment.

In cases where the customer underestimated the attendance, the On-Site Supervisor 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.

## **I. CANCELLATION PROCEDURES**

### **1. Cancellations by the Customer**

Cancellations by the customer should be made at least 48 hours before the time the assignment begins.

If the Extra Duty Office receives less than 48 hours notice from the customer, (with exception of a natural disaster) the customer will be charged and the assigned officer(s) will be paid the minimum number of hours as indicated on the permit.

Call **276-3385** for cancellations during business hours.

Unavoidable cancellations of an impending assignment during non-business hours will be directed to the Shift Commander at **354-6698, 931-6598 or 242-3819**.

**NOTE:** It is the responsibility of the customer to notify the Extra Duty Office if the business or organization will be closed for a holiday or for any other purpose when extra duty officers are normally scheduled. If customer fails to notify the Extra Duty Office that officers are not needed that day, the normal minimum charges for the assignment will apply.

### **2. Cancellations by the Tampa Police Department**

#### **Cancellations by the Shift Commander or the Extra Duty Office**

Under extraordinary circumstances, if an assigned officer is unable to fulfill the assignment due to illness or injury and the Shift Commander or Extra Duty Office is unable to obtain a substitute, the permit assignment may be cancelled.

**Note:** If this is a Temporary Permit, the hours scheduled and not worked will be refunded. On a Permanent Permit, the hours worked will be billed.

#### **Cancellations by the Chief of Police**

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.

Note: If this is a Temporary Permit, the hours scheduled and not worked will be refunded. On a Permanent Permit, the hours worked will be billed.

**J. WORKERS' COMPENSATION/LIABILITY**

The City of Tampa is self-insured for general liability and statutory workers' compensation coverage. Police officers assigned to extra duty work are afforded worker's compensation coverage.

**K. OFFICER NOT REPORTING FOR EXTRA DUTY JOB**

If an officer was scheduled to work and did not report, the customer should notify the extra duty office at **(813) 276-3385** immediately. After hours the Shift Commander at **(813) 354-6698, (813) 931-6598 or (813) 242-3819**.

**L. DISCONTINUE SERVICE**

If the Chief of Police or his designee, the Extra Duty Supervisor, determines that it is in the best interest of the department to discontinue extra duty services, the customer will be notified immediately.

**M. HOLIDAY RATE SCHEDULE**

The rate schedule will be increased to holiday rates on the following holidays and certain special events:

New Years Day	1/1
Memorial Day	Date Observed
July 4th	7/4
Labor Day	First Monday In September
Thanksgiving Day	Fourth Thursday In November
Christmas Day	12/25
New Years Eve	12/31

**N. SCHEDULED HOURS CHANGED**

The Extra Duty Office will try to accommodate schedule change requests if made 48 hours prior to the time of the event

## O. **SPECIAL EVENTS**

It is the Police Department's responsibility to determine what is the adequate number of security personnel and traffic personnel to staff an event. When applicable, the City of Tampa Traffic Engineering Department will be responsible for developing a Maintenance of Traffic (MOT) plan which will identify mandatory traffic assignments. "Special Event" extra-duty assignments include, but not limited to, events:

1. That require a City of Tampa permit
2. Involve temporary road closures
3. Require right-of-way closures
4. Temporary wet zones
5. Runs and walks
6. Active traffic control – officer actively / physically engaged in directing vehicular pedestrian traffic
7. Other special events

City Co-Sponsored events – The cost of police personnel to maintain safety for the actual event, those Officers assigned to traffic and/or crowd control, will be absorbed by the City of Tampa.

Temporary Wet Zones – All officers required pursuant to a temporary wet zone permit will be at the expense of the event organizers. The police extra duty office will provide current rates and coordinate scheduling of the officers. The holiday rate of pay will be applicable.

The extra duty office may, also arrange additional requests for police services, such as money escorts or over night security.

Non-City Cosponsored events – The Extra Duty Unit will schedule officers to work non-city cosponsored events. The expense will be the responsibility of the event organizers.

If the event requires additional planning by the police department prior to the day of event, the administrative time will be billed at current extra duty rate of pay.

The Extra-Duty office may also arrange additional requests for police services, such as money escorts or over night security.

Alcohol Establishments – Refer to Appendix "B"

**Sample Letter**

( A deposit or Letter of Credit is required for all Extra-Duty Office services. The sample Letter of Credit is offered should this strategy best suit your needs. Please contact us at (813) 276-3385 should there be any questions)

**BANK LETTERHEAD STATIONERY**

Chief Accountant, City of Tampa \_\_\_\_\_,20\_\_\_\_\_  
City Hall  
2<sup>nd</sup> Floor  
Tampa, Florida 33602

Re: Irrevocable Letter of Credit No. \_\_\_\_\_

Dear Sir:

We hereby issue our irrevocable Letter of Credit No. \_\_\_\_\_ in favor of the City of Tampa Police Department Extra Duty at the request of and for the account of

\_\_\_\_\_ in the amount of  
(Name of Company / Local Address)

\_\_\_\_\_ Dollars \_\_\_\_\_  
(Spell Out) (\$00,000.00)

available by your draft drawn at sight on us upon certification to us that all extra duty fees have been declared due by the Director of Finance or the Chief Accountant of the City of Tampa. In accordance with terms of the "Extra duty Conditions of Permit" and "Notice to Customers" which legally govern the operation of the Police Department's Extra Duty Program, the City is entitled to all or part of the proceeds of the irrevocable Letter of Credit No. \_\_\_\_\_ issued by \_\_\_\_\_ which proceeds are to be paid immediately to the City of Tampa. Drafts presented by the Director of Finance or the Chief Accountant for payment must state that it is drawn on \_\_\_\_\_ Letter of Credit No. \_\_\_\_\_ dated \_\_\_\_\_, 20 \_\_\_\_.

This institution agrees that this letter of credit shall be in full force and effect beginning \_\_\_\_\_ and shall have an expiration date of \_\_\_\_\_.

This Institution will automatically renew the letter of credit for a period of one year unless this Institution notifies the Chief Accountant of the City of Tampa, thirty (30) days before the expiration date. We hereby agree that the draft drawn under and in compliance with the terms of this credit shall be duly honored upon presentation to this Institution.

\_\_\_\_\_ (Name of Bank)

BY: \_\_\_\_\_  
President or Vice President

## NOTICE TO CUSTOMERS

The officers are at all times subject to the policies of the City of Tampa and the rules and regulations governing employees of the Tampa Police Department (TPD). A Customer 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 TPD policy or procedures and employers of the extra-duty officers should be 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 Tampa 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 Customers from obtaining other necessary permits for this event.

The City of Tampa Police Department is NOT obligated to provide extra-duty services. A permit will not be issued to any person, firm, or organization whose offices, members, business, or operations are questionable or for any event of a potentially compromising nature.

Tampa Police Department officers are NOT permitted to receive cash from Customers for any reason whatsoever.

The undersigned customer agrees, individually and on behalf of the named applicant, to promptly pay for extra duty services rendered. Further, the undersigned agrees, individually and on behalf of the named applicant to pay all costs, expenses and attorneys fees incurred in the collection of any sums due hereunder.

**Jane E. Castor**  
**Chief of Police**

I have read and understand the "Extra Duty Conditions of Permit" and "Notice to Customers"

\_\_\_\_\_  
Customer - Individually and as Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Federal ID #

\_\_\_\_\_  
Social Security Number

## Appendix "A"

Duty	Base Hourly Rate	Sgt. Hourly Rate	Lt. Hourly Rate	Capt. Hourly Rate	Major Hourly Rate
Routine	\$35	\$41	\$51	\$55	\$57
Holiday	\$41	\$49	\$53	\$59	\$63
Special Event	\$41	\$49	\$53	\$59	\$63

Specialty Team	Base Hourly Rate	Special Event Rate	Hourly Fee for Vehicle/Animal	Total Regular Event	Total Special Event
Marine	\$35	\$41	\$18	\$53	\$59
Motors	\$35	\$41	\$8	\$43	\$49
TRT	\$35	\$41	\$18	\$53	\$59
Bomb	\$35	\$41	\$18	\$53	\$59
Mounted	\$35	\$41	\$18	\$53	\$59
K-9	\$35	\$41	\$18	\$53	\$59

Command Post will have a charge of \$50

Appendix "B"  
Alcohol Establishments  
Conditions of Permit

- A) A business establishment, possessing State of Florida consumption on premises licensing, and being addressed throughout this direct, is described as follows:
- 1) City of Tampa Code, Section 3-29.1 ... If, at any time, the property for which the alcoholic beverage zoning classification is sought is operated as a bar / lounge or club, as said terms are defined in City of Tampa Code section 27-523 (**Bar and lounge: Commercial establishment whose principal business is the sale of drinks**, especially alcoholic drinks, and sometimes food which is served to the customer in a ready to consume state for consumption on premises)...  
Applicability and conditions. Whenever the subject property of a petition is... determined by city council that an alcoholic beverage zoning classification for 1-COP, 2-COP, 4-COP, 1-COPOO-R, 2-COP-R, 4-COP-r, 1-COP-X, 2-COP-X and 4-COP-X...
  - 2) The description, contained in City of Tampa Code, Section 3-29.1, is limited to the above stated descriptors in II, A 1 only. Other elements of City of Tampa Code, Section 3-29.1 relative to special districts do not apply to this policy.
  - 3) This directive addresses extra duty employment in all alcohol establishments, possessing the attributes contained above in II, A 1 and 2, located within the City of Tampa corporate limits.
- B) Officer Safety / Staffing Requirements
- 1) While efforts will be made to comply with the assignment duties as defined by business representatives, the Tampa Police Department maintains exclusive rights in determining the number of officers required in order to maintain a safe environment for all, and dictate placement / duties of officers working a particular assignment.
  - 2) Normally, a minimum of two (2) officers will be scheduled to work at an alcohol establishment for officer safety reasons. However, a bureau or division commander may waive this requirement if conditions warrant only one officer. Officers are required to maintain contact with other officers assigned to the detail.
  - 3) On occasion, specific staffing levels and officer placement are influenced by City of Tampa Ordinances / Code such as 3-29.1 and unique circumstances identified by the City of Tampa Council regarding zoning approval for individual establishments / land parcels.
  - 4) Officers are prohibited from working assignments 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.

### C. Officer Duties

- 1) Officers working extra duty assignments at alcohol establishments are responsible for generating reports associated with police activity at the location.
- 2) Officers shall enter the establishment only in response to an incident requiring official police action. Once concluded, they will return outside.
- 3) Under no circumstances will officers assume a role, or participate with business representatives, in any activity that is engaged in determining the age of patrons desiring entry into the establishment. Officers shall not "card" (check identification cards or driver's licenses) any customers / patrons of any business. Officers do have the responsibility to investigate situations, identified by the business representatives wherein individuals proffer counterfeit or false identification.
- 4) Officers shall not work as a "bouncer" and prohibited from collecting or handling money for the business.
- 5) Officers will not conduct any activity associate with the business while working on-duty for the department.
- 6) Officers shall not work in plain clothes, are not permitted to wear any type of department "Police" or "RAID" jackets, and will never wear any clothing other than the Tampa Police department uniforms.

