



DAVIE POLICE DEPARTMENT

1230 S Nob Hill Rd Davie, FL 33324

(954) 693-8200 Main

(954) 693-8335 Fax



PRIVATE DUTY DETAIL PROGRAM

Dear Applicant,

The Davie Police Department would like to thank you for your interest in allowing our members the opportunity to serve you in a Private Duty Detail capacity. The following application package contains a two page agreement to be completed in order for your request to be processed and approved. Please complete the application in its entirety, and sign and date the last page acknowledging the Terms and Conditions set forth. It is preferred that the application be typed (form fillable via computer), printed and signed. The completed application may then be returned directly to the Detail Coordinator by mail, by fax, or via email to PoliceDetail@davie-fl.gov. For information requested after normal business hours, please contact the main Department number at 954-693-8200.

If you have any questions regarding the scheduling, billing, or other administrative questions please contact the Detail Coordinator:

Adrienne Fletcher

PoliceDetail@davie-fl.gov

(954) 693-8320 Office

All other questions or concerns regarding the Private Duty Detail program may be directed to the Detail Administrator:

Sergeant Jeremy Stone

PoliceDetail@davie-fl.gov or

(954) 693-8354 Office

Sergeant Mark Leone

PoliceDetail@davie-fl.gov

(954) 693-8387 Office

Thank you,

Sgt. Jeremy Stone



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PRIVATE DUTY DETAIL APPLICATION

Billing Information

Business Name:		Billing Contact:	
Billing Address:		City/State/Zip:	
Phone Number:		Fax Number:	
Email Address:			

Detail Request Information

One Time Detail:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Recurring Detail:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Detail Address:		Business Name:	
Contact Person:		Contact Number:	
Date(s) or Days:			
Times:			
Type of Event:		Expected Attendance:	
Number of Sworn Officers:		Number of Police Service Aides:	
Sworn Officers Only:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Police Service Aide Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Regular Police Uniform:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Marked Police Vehicle:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Plain Clothes Requested:	<input type="checkbox"/> Yes <input type="checkbox"/> No		

To be filled out by Requesting Vendor: Special Permit Issued: Yes No (please attach)

Specific Requirements (Security Assignments, Traffic Posts, Responsibilities, Etc.):

Detail Fee Schedule

<u>Regular Rate</u>		<u>Emergency Rate</u>		<u>Holiday Rate</u>		<u>Town of Davie Event Rate</u>	
Officer/ PSASA:	\$35.75	Officer/ PSASA:	\$53.12	Officer/ PSASA:	\$70.49	Officer/PSASA:	\$37.06
Sergeant:	\$41.54	Sergeant:	\$58.92	Sergeant:	\$76.28	Sergeant:	\$42.85
Lieutenant:	\$47.33	Lieutenant:	\$64.70	Lieutenant:	\$82.08	Lieutenant:	\$48.64

Emergency Rate: Any new detail request made within 3 days of the start of the detail or less.

Holiday Rate: Any detail request made on the following recognized Holidays: **Presidents Day, Memorial Day, Easter, Labor day, Veteran's Day, Thanksgiving Day, (Friday After) Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Years Day, and Independence Day.** Note: If any part of the detail falls on a Holiday, all hours worked will be billed at the Holiday Rate.

Town of Davie Event Rate: Any event that takes place at the Bergeron Rodeo Arena.

Terms and Conditions

General:

1. The Davie Police Department is not obligated to provide Private Duty Details. The Chief of Police reserves the right to decline a detail request for any reason. Every reasonable effort will be made to fill the detail request, but there is no guarantee it will be filled. Members of the Davie Police Department, who are authorized to work Private Duty Details, do so voluntarily during their off duty hours.
2. It is understood that, notwithstanding the fact that the applicant will reimburse the Davie Police Department for the services rendered, the assigned Officers remain employees of the Davie Police Department. The applicant is restricted to the general assignment of duties to be performed and has no authority over the Officers.
3. The applicant understands and agrees that while working the detail, the Officer may be required to report to duty at the direction of the on duty Supervisor.
4. Police Service Aides (Special Assignment) are only authorized to work non-security, traffic related details.
5. If the requested detail is for a party or similar celebratory or special event (indoor/outdoor), please be aware that the Town of Davie Code of Ordinances may include certain restrictions such as special event permit requirements, hours of operation and noise regulations [Chapter 15 – Noise, shall be enforced]. The Chief of Police reserves the right to require a specific number of Officers based on the type of event, expected attendance, or any other circumstance.
6. When a Private Duty Detail requires at least five (5) officers, the fifth officer shall be a Sergeant or above. If the detail requires ten (10) officers, the tenth officer shall be a Lieutenant or above.
7. It is further understood by all parties that, an Officer who takes lawful police action that falls within the scope of the detail requirements, the applicant shall be continuously billed until the completion of such action.

Billing:

8. All Private Duty Detail requests shall have a minimum of three (3) hours billed per Officer.
9. An invoice will be sent after the completion of the detail or at the end of the month. In some cases, the applicant may be required to pay in advance at the discretion of the Chief of Police. Payment is due upon receipt or a 15% late fee will be added if not received within 15 days of the invoice date, and shall be made payable to the "Town of Davie".
10. If additional Officers are requested after the initial detail request is approved and the additional request is made within 3 days of the scheduled detail, all Officers scheduled to work will be compensated at the Emergency Rate as defined in this agreement.

Cancellations:

11. Detail request cancellations must be made in writing, and must be received during normal business hours. Cancellations made with less than twenty-four (24) hours notice or upon the arrival of detail Officer will result in a minimum charge of three (3) hours billed per Officer.

Amendments:

12. All parties agree that the Davie Police Department may amend the terms and conditions of this agreement with written notice of the changed terms.

I have read, understand, and agree to the above terms and conditions. I am authorized to sign on behalf of the business or corporation (if applicable).

Applicant Signature: _____ Date: _____

For Police Department Use Only:

Private Duty Detail Request Approved: Yes No

Additional Comments: _____