



# 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,

Thank you for requesting information regarding the Davie Police Department Private Duty Detail Program. The following application is to be completed in order for a 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. The completed application may then be returned to the Detail Coordinator by mail, by fax, or via email at [PoliceDetail@davie-fl.gov](mailto: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](mailto: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:

Lieutenant Jeremy Stone

[PoliceDetail@davie-fl.gov](mailto:PoliceDetail@davie-fl.gov) or

(954) 693-8354 Office

Sergeant Mark Leone

[PoliceDetail@davie-fl.gov](mailto:PoliceDetail@davie-fl.gov)

(954) 693-8387 Office

Thank you,

*Lt. 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:	
Email Address:			
Date(s) or Days:			
Times:			
Type of Event:		Expected Attendance:	
Number of Officers:		Community Service Aide Approved (Traffic Only):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of Community Service Aides:			
Town of Davie Special Event Permit/ Facility Rental Agreement: <input type="checkbox"/> Yes (please attach) <input type="checkbox"/> No			

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

DETAIL FEE SCHEDULE							
<u>Regular Rate</u>		<u>Special Event Rate</u>		<u>Emergency Rate</u>		<u>Holiday Rate</u>	
Officer/ CSA:	\$42.00	Officer/ CSA:	\$50.00	Officer/ CSA:	\$57.00	Officer/CSA:	\$83.00
Sergeant:	\$48.00	Sergeant:	\$56.00	Sergeant:	\$63.00	Sergeant:	\$89.00
Lieutenant:	\$54.00	Lieutenant:	\$62.00	Lieutenant:	\$69.00	Lieutenant:	\$95.00

**Special Event Rate:** Any event that takes place at the Davie Arena at the Bergeron Rodeo Grounds, under an approved Town of Davie Special Event Permit/Facility Rental Agreement, any establishment licensed to sell and/or serve alcohol, or as determined by the Chief of Police upon application review.

**Emergency Rate:** Any new detail request made within 72 hrs. of the start of the detail.

**Holiday Rate:** Any detail request made on the following recognized holidays: Presidents Day, Easter, Memorial Day, Independence Day, Labor Day, Patriot Day, Veteran's Day, Thanksgiving Day, (Friday After) Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day.

**For questions or to learn the status of a detail request, please call 954-693-8320 or via email at [PoliceDetail@davie-fl.gov](mailto:PoliceDetail@davie-fl.gov)**

## TERMS AND CONDITIONS

### General:

1. 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 members 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 officer/CSA.
3. The applicant understands and agrees that while working the detail, the officer/CSA may be required to report to duty at the direction of the on duty supervisor.
4. Community Service Aides are only authorized to work non-security, traffic related details.
5. The Chief of Police reserves the right to require a specific number of officers/CSA's and rate to be charged, based on the type of event, business type or activity, expected attendance, or any other circumstance. If the detail request 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].
6. Private Duty Detail requests made as a requirement under a Town of Davie Special Event Permit or facility rental agreement, may be required to pay an amount equal to the Emergency Rate if the request is not filled within 72 hrs. of the starting time.
7. 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 also be a sergeant or above. If the detail requires more than ten (10) officers, the eleventh shall be a lieutenant or above.
8. In the event an officer takes lawful police action that falls within the scope of the detail requirements, the applicant shall be continuously billed until the completion of any action.

### Billing:

9. All Private Duty Detail requests shall have a minimum of three (3) hours billed per officer/CSA.
10. 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 30 days of the invoice date, and shall be made payable to the "Town of Davie".
11. If additional officers/CSA's are requested after the initial detail request is approved and the additional request is made within 3 days of the scheduled detail, all members scheduled to work will be compensated at the Emergency Rate as defined in this agreement.
12. If any part of the detail falls on a holiday listed above, all hours worked will be billed at the Holiday Rate.
13. 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/CSA.

### Termination:

14. In its sole discretion, the Davie Police Department may provide written notice as to the cancellation of a private duty detail request for any reason, including but not limited to late payment or non-payment of services provided. Recurring detail requests shall automatically renew on a month-to-month basis unless written notice of cancellation is received.

**Indemnification:**

15. Applicant agrees to indemnify and hold harmless the Town of Davie, Davie Police Department, its employees, or agents against any and all liability, costs, expenses, attorney's fees, or damages arising from any claim, demand, cause of action, or lawsuit resulting or arising from, either directly or indirectly, services provided under this agreement.

**Attorney's Fees:**

16. In the event the Town of Davie has to take legal action to enforce this agreement, applicant agrees to pay the Town of Davie its costs and attorney's fees, including the costs of any appeal.

**Amendments:**

17. 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:**

**Additional Comments:** \_\_\_\_\_

**Private Duty Detail Request Approved:**  Yes  No

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