



**CITY OF GULFPORT
SPECIAL DUTY AGREEMENT
FOR PUBLIC SAFETY**



I. PURPOSE

This agreement is in accordance with Police Department Written Directive 109 governing off duty and extra duty employment of Gulfport Police Officers. It is in the best interest of the City of Gulfport to ensure that its resources are used fairly and equitably and to this extent, the following agreement for extra duty services has been established.

II. AGREEMENT

Contractors may request a certain number of employees, but the City reserves the right to require additional personnel as may be required for safety and operational integrity.

The charges for services shall be as follows:

- | | |
|--|------------------|
| 1. Police Officer: | \$45.00 per hour |
| 2. Police Supervisor (if four or more officers,
or in certain circumstances): | \$55.00 per hour |
| 3. Police Vehicle (when required to perform duties): | \$10.00 per hour |
| 4. Police Vessel (when required to perform duties): | \$25.00 per hour |

Requests for off-duty police services require advance notice. Requests submitted fewer than ten business days before the event may not be honored.

The minimum charge for any extra duty agreement shall be three hours per employee for any contracted job.

The above fee is subject to change upon 14 days notice given by the Gulfport Police Department to the Contractor.

The Contractor will be billed by the Gulfport Police Department, and the invoice is payable upon receipt. Failure to pay the invoice may result in prohibition of the Contractor from participating in future extra duty agreements as well as any civil action allowed by law.

III. CANCELLATION

The City may cancel the agreement at any time with or without notice if deemed in the best interest of the City.

The Contractor may cancel the agreement or change service hours by contacting the Police Department 24 hours in advance of the time of service.

Failure to cancel within 24 hours advance notice shall result in the Contractor being billed for a three-hour minimum charge, per employee.

IV. STATUS OF PERSONNEL PERFORMING SPECIAL SERVICES

City employees performing special services under the terms of this agreement shall be deemed to be on duty as representatives of the City of Gulfport, and their principle responsibility shall be to the City and to the general public. Any special assignment under this agreement shall terminate in the event of an emergency; a situation to which the special duty employee deems it is appropriate to respond for public safety; or in any situation where the special duty employee is ordered by a supervisor to terminate the special duty assignment and respond to a matter affecting the general public. In the event of such an interruption, the Contractor will not be required to pay for any time the employee is not actually working the extra duty services.

The Contractor understands that the City assumes no liability for any damages resulting from the services performed by the special duty employee in connection with duties under this agreement. In the event a special duty employee's services are interrupted for the aforementioned reasons, it is understood that the City shall assume no liability for any damages that may occur during the suspension of services.

V. CONTRACTOR REQUEST

Name of Contractor _____ Phone _____

Address _____
(Street) (City) (Zip)

Billing Address _____
(If different from above address)

Alternate Contact Person _____ Phone _____

Description of duties requested: _____

Extra Duty Date(s):

Day/Date _____ Hours From _____ To _____

Number of officers requested: _____

Please be advised that the police department may require additional officer, supervisors, and vehicles to ensure appropriate and safe conditions. You will be notified of any changes to your request before the resources are scheduled.

I have read and understand this agreement.

Contractor Signature **Date**

VI. POLICE DEPARTMENT REVIEW (to be completed by police department staff)

- 1. Are the requested services lawful and in compliance with applicable policies? YES NO
- 2. Is the number and type of personnel requested by the contractor sufficient to perform the required duties? YES NO
- 3. Does the Gulfport Police Department have the resources required to perform the requested duties? YES NO

If the answer to any of the above questions is "NO," provide an explanation:

This extra duty detail will require the following resources:

_____ Police Officers @ \$45.00/hr X _____ hours = \$ _____

_____ Police Supervisors @ \$55.00/hr X _____ hours = \$ _____

_____ Police Vehicles @ \$10.00/hr X _____ hours = \$ _____

_____ Police Vessel @ \$25.00/hr X _____ hours = \$ _____

Total for Services Required \$ _____

If this total represents more resources than requested, the contractor must be notified. Indicate the date, time, and name of employee making such contact, if required:

Police Services Supervisor Date

Police Operations Commander Date

Police Chief Date

VII. SCHEDULED PERSONNEL (to be completed by police services supervisor or designee)

Once this agreement has been approved by the Chief or his designee, the Police Services Supervisor or designated Fire Lieutenant shall arrange scheduling of required personnel. In making the police assignments, a rotation list as described in written directive 109 shall be used.

Police Resources Assigned:

Date: _____ Time (from/to): _____

Supervisor _____

Officer _____

Vehicles/Vessel needed: _____

Upon completion of scheduling and notification to affected employees, forward to the office of the chief of police for processing.