

**CORAL GABLES POLICE DEPARTMENT**  
**2801 Salzedo Street**  
**Coral Gables, FL., 33134**

For Official Use Only	
<input type="checkbox"/>	Permanent
<input type="checkbox"/>	Temporary

**OFF-REGULAR-DUTY POLICE SERVICES PERMIT APPLICATION**

**Terms & Conditions:**

The Coral Gables Police Department will make every effort to coordinate the hiring of Off-Regular-Duty officer(s) pursuant to your application; however the Coral Gables Police Department is **NOT** obligated to provide Off-Regular-Duty Police Service pursuant to your application. A permit application will not be approved for any person, firm, or organization whose officers, members, business, or operations are questionable or for any event that will discredit the employee or Department.

It is understood that, notwithstanding the fact that the permit holder will reimburse City of Coral Gables for the services rendered, the police personnel hired pursuant to your application remain employees of the Coral Gables Police Department. The applicant is restricted to the general assignment of duties for which the off-regular-duty officer(s) were hired, but has no authority over the police personnel.

Additional terms and conditions of your approved application are as follows: a 4 hour minimum applies to all approved hiring of off-regular-duty officers unless approved by the Chief of Police; established rates of pay, fees, surcharges & applicable cancellation charges are attached. Approved applications requesting any special equipment may result in additional charges. The City of Coral Gables reserves the right to recall hired off-regular-duty officers to on-regular-duty status as deemed necessary by on-regular-duty supervisory personnel. An approved permit to hire off-regular-duty officers does not include any exceptions to any Florida statute, County or City ordinance to include noise, parking and traffic regulations. In addition to this permit, a Special Events Permit may be required for certain events occurring on public property. The Parks and Recreation Dept. can be contacted directly for Special Events Permit information.

Payment is due upon receipt of the Off-Regular-Duty Police Services Invoice from the City of Coral Gables pursuant to an approved application. All compensation due for services performed by the hired off-regular-duty officer(s) will be paid by check directly to the hired off-regular-duty officer(s). All administrative/equipment fees will be paid by separate check or money order payable to the City of Coral Gables, and either submitted in advance to the off duty detail clerk or submitted to the hired officer(s) on the event site. Permanent off-regular-duty detail administrative fees will be billed on a monthly cycle. Accounts thirty (30) days overdue will be subject to finance charges at the maximum legal rate, and the possible suspension of the approved application to hire off-regular-duty police services. Any compensation over and above the established rate is prohibited.

A permit holder may relinquish their permit at any time. However, in the event of such relinquishment, the permit holder shall be required to pay a reasonable compensation for all expenses incurred to provide the services authorized by the permit. The permit holder will be assessed a 4-hour minimum rate for each hired off-regular-duty officer.

**Indemnification:**

For and in consideration of the City of Coral Gables consent to allow the Applicant to engage the off-regular-duty services of Coral Gables Police Officers, the Applicant agrees as follows:

The Applicant shall indemnify, hold harmless, and defend the City of Coral Gables and its elected officials, officers, employees, agents and affiliates of, from and against all liability, claims, and expense, including reasonable attorney's fees, in connection with any and all claims for injunctive or equitable relief and/or damages whatsoever for personal or bodily injury or death, including loss of use, or property damage or destruction of tangible or personal property including loss thereof or expenses of every kind and character, in connection with and arising directly or indirectly out of this contract or the performance thereof. This indemnification provision shall survive the termination of this contract and shall be in full force and effect beyond the term or termination of this contract, however, terminated. This indemnification provision includes claims made by the entitlement, if any, to immunity under section 440.11, Florida Statutes. Nothing contained herein shall be construed as a waiver of any immunity or limitation of liability the City may have under the doctrine of sovereign immunity of section 768.28, Florida Statutes.

The indemnification shall commence at the date and time the hired Police Officer(s) begins their off-regular-duty service and shall extend for the dates and times of such services as stated herein.

\_\_\_\_\_  
Initials

\_\_\_\_\_  
Date

**(CONTINUE ON NEXT PAGE)**

**OFF-REGULAR-DUTY POLICE SERVICES PERMIT APPLICATION  
(CONTINUATION PAGE)**

**INSTRUCTIONS:** Please answer only the questions that pertain to your application

Date: \_\_\_\_\_ Permit/Application #: \_\_\_\_\_

Applicant or Business Name: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Business Address: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Email Address: \_\_\_\_\_

Full Name of authorized agent requesting permit (if different than applicant):

\_\_\_\_\_  
(First) (Middle) (Last)

DOB: \_\_\_\_\_ DL#: \_\_\_\_\_ State: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

*....is applying to hire the services of Off-Regular-Duty Police Personnel of the City of Coral Gables Police Department, for police services that are additional to those police services provided generally to the public.*

Period of Employment: Start Date/Time: \_\_\_\_\_ / \_\_\_\_\_ End Date/Time: \_\_\_\_\_ / \_\_\_\_\_

Type of Event/or Reason Police Services Requested:  Party  Security  Traffic  Other (explain below)

Explain Event in Detail: \_\_\_\_\_

Event Address/Location: \_\_\_\_\_

Lane/Road Closure?  No  Yes (Permit #: \_\_\_\_\_) No. Adults: \_\_\_\_\_ No. Juveniles: \_\_\_\_\_

Will alcoholic beverages be sold or dispensed?  No  Yes (Alcohol/Beverage Lic. #: \_\_\_\_\_)

Other Police or Equipment Requested:  No  Yes (If yes; please check all that apply below)

- Canine  Bicycle  Marine Patrol  Marked Police Vehicle  Motorcycle

Comments: \_\_\_\_\_

**THIS PERMIT MAY BE CANCELLED BY THE CHIEF OF THE CORAL GABLES POLICE DEPARTMENT, OR AGENT, AT ANY TIME WITH OR WITHOUT CAUSE. PERMANENT PERMITS WILL BE REVIEWED ANNUALLY. FOR ADDITIONAL INFORMATION OR QUESTIONS YOU MAY CONTACT THE OFF-DUTY COORDINATOR AT (305) 460-5427 OR EMAIL YOUR REQUEST/QUESTIONS TO [OFFDUTY@CORALGABLES.COM](mailto:OFFDUTY@CORALGABLES.COM). PLEASE SEND ALL FOUR (4) PAGES WITH YOUR SIGNATURE AND INITIALS WHERE INDICATED OR YOUR REQUEST WILL NOT BE PROCESSED.**

***"I have read and understand the provisions of this application and will act in full compliance."***

Printed Name of Permit Holder/Agent \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of Witness \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**THIS SECTION IS FOR CGPD USE ONLY**

Reviewed By: \_\_\_\_\_ ID#: \_\_\_\_\_ Date: \_\_\_\_\_

Permit/Application #: \_\_\_\_\_



## CORAL GABLES POLICE DEPARTMENT OFF-REGULAR-DUTY DETAIL FEE SCHEDULE

1. Police Officer hourly rate (4-hour minimum): **\$39.00**
2. Police Sergeant hourly rate (as per SOP #90): **\$47.00**
3. Police Lieutenant hourly rate (as per SOP #90): **\$54.50**
4. Police Major hourly rate (as per SOP #90): **\$59.50**
5. Police Assistant Chief hourly rate (as per SOP #90): **\$63.75**
6. Police Motorcycle Escorts: 2 hour minimum, mandatory 3 officers per escort; **\$5.00** per motorcycle, per escort.
7. Administrative fee for temporary off regular duty details:
  - a) Administrative fee of **\$7.00** per hour, per officer will be invoiced to the permittee. Hours worked beyond the originally scheduled hours will be invoiced at **\$7.00** per additional hour(s) to include any portion of an hour.
8. Administrative fee for permanent off regular duty details:
  - a) Administrative fee of **\$10.00** per Officer per day will be invoiced to the permittee.
  - b) Administrative fees for permanent details at SCHOOLS will be assessed administrative fees of **\$10.00** per Officer per day not to exceed **\$20.00** per day.
  - c) The exception to the above fees (#8A) will apply to existing Special Taxing Districts in Coral Gables specifically contracted for the purposes of hiring off-regular duty Officers for security. Special Taxing Districts will be invoiced the fee schedule of **\$25.00** per day.
9. All administrative fees/Equipment charges will be paid directly to the City of Coral Gables by check, money order or cashier's check.
10. A surcharge of **\$20.00** per deployed hour shall be assessed for requested use of the police boat.
11. The Off Duty Permanent Job Coordinator may receive 10% per hour over the above established extra duty rate, except when compensation includes the supervisory rate.

\_\_\_\_\_  
Initials

\_\_\_\_\_  
Date

**CORAL GABLES POLICE DEPARTMENT  
OFF-REGULAR-DUTY DETAIL FEE SCHEDULE  
(CONTINUATION PAGE)**

12. The rate of pay for extra duty details will be double the normal rate of pay for each rank on the following holidays:

New Year's Eve	Memorial Day	Thanksgiving Day
New Year's Day	Independence Day	Day after Thanksgiving
Martin Luther King Day	Labor Day	Christmas Eve
All Presidents' Day	Veteran's Day	Christmas Day

In situations where the off regular duty overlaps one of the above Holidays, compensation will be doubled only if the majority of the hours worked fall within one of the approved Holidays. These rates are subject to change at any time.

13. Cancellation Policy: The 4-hour minimum for each Officer (2-hour minimum and 3-officer minimum for motorcycle escorts) and the administrative fee, both of which will be payable if a two (2) hour prior cancellation notice is not given to the Off-Duty Clerk, or in absence, the on-duty Communications Supervisor.

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Signature of Permit Holder/Agent

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Date

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Printed Name of Permit Holder/Agent