



## CAPE CORAL POLICE DEPARTMENT

### POLICE DETAIL APPLICATION



Thank you for inquiring about the availability of law enforcement officers for security services or other related functions. Within this application, you will find information regarding the detail process and associated fees for this service.

### **APPLYING FOR DETAIL OFFICERS**

Vendors desiring to contract detail officers shall complete and submit this Police Detail Application at least three (3) business days in advance of the detail start date. The Detail Assignment Coordinator (DAC) shall receive, and review, all completed applications.

### **SPECIAL EVENTS**

Some detail applications require an approved Special Event Permit through the City of Cape Coral Parks and Recreation Department, as required by City Code Article 3, Chapter 3, Section 3.3.10. The Parks and Recreation Department determines the requirement of a permit.

Inquiries and Special Event Permit applications must be submitted directly to the Parks and Recreation Department. The City's Special Event Permit process and application can be found at [https://www.capecoral.gov/department/parks\\_and\\_recreationhome/special\\_events/special\\_event\\_permit\\_process.php](https://www.capecoral.gov/department/parks_and_recreationhome/special_events/special_event_permit_process.php)

Permit Applications shall be submitted to Parks & Recreation at least (60) days prior to the event opening date **and** Detail Applications to the Police Department at least six (6) weeks prior to the event opening date.

Permit Applications with accompanying Detail applications for Special Event Permits shall be routed, by the Parks and Recreation Department, to the Cape Coral Police Department's Detail Assignment Coordinator (DAC) and Special Event Coordinator (SEC). The SEC will determine appropriate staffing based on the estimated number of attendees, availability of alcoholic beverages, event location, weather conditions, time of day, need for street closures, history of the event or past events from the event sponsor, and compliance with City Code Article 3, Chapter 3, Section 3.3.10.

Certain special events may require additional staffing by Public Service Aides (PSA) and/or Crime Analysts, as determined by the Special Events Coordinator.

### **NOTICE**

Your ability to hire an off-duty officer is at the sole discretion of the Cape Coral Police Department. We reserve the right to decline requests that may be deemed inappropriate for officers. The detail program is voluntary; there is no guarantee that your job request will be filled. Should CCPD be unable to fill your request, you will be notified in advance of the requested time.



**CAPE CORAL POLICE DEPARTMENT**  
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**FEE SCHEDULE**



Category	<u>Officer</u>	<u>Supervisor</u>	<u>Public Service</u>	<u>Crime Analyst</u>
	Hourly Vendor Rate	Hourly Vendor Rate	<u>Aide</u> Hourly Vendor Rate	Hourly Vendor Rate
Security	\$57.00	\$84.00		
Traffic/Specialized Unit	\$70.00	\$84.00		
Holiday*	\$84.00	\$97.00		
Emergency**	\$84.00	\$97.00		
Enhanced Security***	\$110.00	\$124.00	\$67.50	\$71.00

These fees are for regular contracted detail assignments. The minimum charge is 3 hours + Body Worn Camera time<sup>+</sup>.

**TRAFFIC/SPECIALIZED UNIT RATE:** If the detail officer will be conducting traffic, providing security during roadway construction, or otherwise determined to be exposed to high-volume vehicular traffic, OR an officer with specialized training is required, this detail rate shall apply.

**\*HOLIDAY RATE DATES:** Unless otherwise specified, the holiday rate will be charged for any detail falling within 0000 – 2359 hours of the calendar date of a holiday listed below.

*Halloween, Thanksgiving (from 0700 Thurs to 0700 Mon), Christmas Eve, Christmas, New Year (from 1800 12/31 to 2359 1/1), Easter, Labor Day, Martin Luther King Jr Day, President's Day, Memorial Day, Independence Day, Veteran's Day*

**\*\* EMERGENCY RATE:** Requests for details occurring (2) business days or less from date of application will be charged the Emergency Rate.

**\*\*\* ENHANCED SECURITY RATE:** Shall be charged at the discretion of the Chief of Police, or designee, based upon the nature of the event/detail.

**<sup>+</sup>BODY WORN CAMERA TIME:** Officers are required to wear Body Worn Cameras (BWC) while working off-duty details. To cover the cost of the officer to report to the PD prior to and following the detail for BWC-related functions, an additional (1/2) hour will be added to each officer requested.

**FOR APPROVED/PERMITTED SPECIAL EVENTS (submitted through Parks & Recreation):** City Code 3.3.10(B)(7) requires police officers to be hired for the duration of the event, including one hour before opening and one hour after closing.

***Payment is due upon receiving an invoice. Payment is accepted in the form of a Cashier's Check or Money Order made payable to the City of Cape Coral Police Department. No personal checks will be accepted.***



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#### **STATUS OF OFFICERS PERFORMING DETAIL ASSIGNMENTS**

Police Officers performing assignments under the terms of a detail shall be deemed “on duty”. Thus, their principal responsibility will be to the Cape Coral Police Department and citizens of the community. Detail assignments may be terminated at any time in the interest of the Police Department and citizens of the community.

#### **STAFFING PROVISIONS**

All detail applications will be reviewed by the Detail Assignment Coordinator (DAC). If staffing requests are determined to be insufficient or overestimated the DAC will adjust prior to approving the detail assignment.

If, during the detail, staffing is insufficient or overstaffed, the police supervisor in charge shall have the discretion to increase or reduce dedicated staffing. Any difference in costs shall be paid by the Vendor. If a detail assignment requires (4) or more officers, a supervisor shall be assigned as officer in charge of the detail assignment.

#### **DETAIL CANCELLATION**

The Cape Coral Police Department reserves the right to cancel a detail assignment at any time. The vendor may cancel an approved detail assignment by contacting the Detail Assignment Coordinator (DAC) at least 24 hours in advance of the date and time of the detail assignment. ***Notice less than 24-hours may be subject to the minimum 3-hour payment per officer.***

Exceptions to the (24) hour notice include, but are not limited to, details issued for construction, road work, etc., where work is completed earlier than proposed and a detail officer is no longer necessary. In these instances, (12) hours’ notice of cancellation shall be sufficient.

#### **DETAIL RATE ADJUSTMENTS**

The Cape Coral Police Department reserves the right to adjust vendor rates at any time, with notice, based on varying economic factors.

\*The Enhanced Security Rate (ESR) will be adjusted in accordance with contractual increases outlined in the officers/sergeant’s collective bargaining agreement.

*Your signature below acknowledges that you have read, understand, and agree to the outlined fee schedule as is stated in this document.*

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**



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(To be completed by applicant)

**Business / Vendor Name:** \_\_\_\_\_

**Business Contact Person:** \_\_\_\_\_

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

**Phone #:** \_\_\_\_\_

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

**Billing Address:** \_\_\_\_\_

**Service Location:** \_\_\_\_\_

**Detail Service Date(s):** \_\_\_\_\_

**Detail Day of the Week: (please check)**

☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

**Hours:** (Please be very specific; days/nights, dates, times, length of contract, etc.)

**Start at:** \_\_\_\_\_ **AM/PM**      **End at:** \_\_\_\_\_ **AM/PM**

**Number of Officer(s):** \_\_\_\_\_ **Number of Sergeant(s) :** \_\_\_\_\_

**Description of Service (attach any necessary maps / MOTs):** \_\_\_\_\_

**Name and Phone number of Contact Person for Officers to report to during detail:**

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_



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**(To be completed by Applicant)**

I, \_\_\_\_\_, as an authorized representative of \_\_\_\_\_, hereby acknowledge that I have read and understand the attached fee schedule and conditions which I have signed and dated as part of this application, and I further agree that \_\_\_\_\_ will abide by and be subject to these conditions in all respects if a permit is issued as a result of this application.

In addition, \_\_\_\_\_, through its authorized representative, hereby agrees to hold harmless and indemnify the City of Cape Coral and its employees from any and all claims, or lawsuits, injuries or damages suffered by \_\_\_\_\_ or its employees, customers, patrons or invitees during the term of any permit that is issued as a result of this application.

\_\_\_\_\_  
**Signature of Authorized Representative**

\_\_\_\_\_  
**Printed Name of Authorized Representative**

**Inquiries may be directed to:**

**Detail Assignment Coordinator (DAC)**

**Phone: (239) 574-0654 or Fax: (239) 242-5367**

**Email: chaenes@capecoral.gov**

### **DETAIL ASSIGNMENT INFORMATION**

(to be completed by DAC)

Date Application Received: \_\_\_\_\_

☐ The above application for detail is **denied**.

\_\_\_\_\_  
**Signature of Detail Assignment Coordinator**

\_\_\_\_\_  
**Date**