



South Daytona Police Department Extra Duty/Special Detail Contract

Type of Business: _____

Name of Requestor: _____ Phone: _____

Email: _____

Business Address: _____

Billing Address: (If different from business address): _____

Purchase Order Number (Required for Public Schools): _____

Type of Service Requested (Traffic Control, Security, etc.) Explain: _____

Number of Employees Requested: _____ Equipment Requirements: _____

Describe Other Required Equipment: _____

Exact Location of Event: _____

Date(s): ____ / ____ / ____ To ____ / ____ / ____ Time(s): _____ To _____

Contact Person at Event: _____

Phone: _____ Emergency Phone: _____

Payment Rate: \$75.00 per hour with a two (2) hour minimum per employee. A twenty-four (24) hour advance notice is required to cancel this request, or the customer will be billed three (3) hours per employee scheduled. Customers are not billed if the cancellation is made at least twenty-four (24) hours prior to the scheduled start time of the event. Cancellation must be made verbally or in writing to the City between the hours of 8:00 A.M. and 4:30 P.M. **Rates are subject to change at the discretion of the City of South Daytona.**

- Police Department Phone 386-322-3030/Fax 386-322-3055
- City Phone: 386-322-3033
- Fire Department Phone 386-322-3033/Fax 386-322-3038

Type of Business: _____

Name of Requestor: _____ Phone: _____

GENERAL TERMS

1. The customer shall not assign or otherwise transfer this agreement or any right or obligation herein without the prior written consent of the City. The customer shall indemnify, defend, and hold harmless the City, its officers, employees, and agents, from and against any and all loss, damage, injury, claim, cause of action or liability of any kind whatsoever resulting from or arising out of the actions or omissions of the customer.

2. The provision of employees under this contract is subject to availability of extra employees. This contract is also subject to appropriation of funds by the South Daytona City Council. The City shall not be liable for failure to provide services under this contract.

3. No amendment or modification of this contract shall be valid unless it is in writing and signed by the parties hereto. However, the City may in its sole discretion, reduce or increase the level of service upon the oral request of the person who has signed this contract on behalf of the customer, or at the discretion of a supervisor, as deemed necessary, to keep the peace, restore order, or protect the public from harm.

4. Payment for services rendered under this agreement shall be by monthly billing through the City of South Daytona Finance Department. Payment shall be due on receipt of billing unless otherwise prepaid under this contract. The City of South Daytona Finance Department shall have sole discretion in requiring prepayment of special detail services. In the event the customer fails to pay within two (2) weeks of the billing date, the City may immediately terminate this agreement and cancel any scheduled or future details for the customer.

5. This agreement is subject to all City regulations.

6. The customer understands and agrees that extra duty employees constitute a mobile auxiliary police force and may be recalled from extra duty activities to respond to city needs in accordance with the above referenced City regulations. In the event the employees are recalled, the customer shall not be liable for payment of fees for the time that the officers are absent.

I have read the terms of this City of South Daytona Special Detail Contract and shall abide by its terms. I request the special detail employee as described above.

Signature of Requestor: _____ Date: _____

Approvals

Department Head: _____ Date: _____

Human Resources Director: _____ Date: _____

Finance Director: _____ Date: _____

City Manager: _____ Date: _____