



WEST PALM BEACH POLICE DEPARTMENT

“Committed to Professionalism”

A NATIONAL AND STATE ACCREDITED LAW ENFORCEMENT AGENCY



**DELSA R. BUSH
CHIEF**

APPLICATION FOR EXTRA DUTY POLICE SERVICE

In compliance with West Palm Beach Police Standard Operating Procedure # II-3, this application is required to engage the extra-duty services of police officers for public safety, health and welfare services in addition to those already provided to the public. It is understood that this is a non-binding agreement. Payment for Extra-Duty Details will be made directly to the Officer(s) immediately upon completion of the detail, or on the pay cycle of the requesting party. The Police Department may cancel this permit without advance notice or cause at any time. The West Palm Beach Police Department will attempt to place Officers during the requested dates and hours. Because of emergencies, inability to find an Officer to work this detail or other unforeseen circumstances, this permit may not be filled when requested. The West Palm Beach Police Department will not permit an Officer to work in the capacity of “bouncer” at a bar or other establishment where liquor is served. The premium rate applies to details requested 48 hours or less before the actual detail date. In accordance with the current collective bargaining agreement between the City of West Palm Beach and the Palm Beach County Police Benevolent Association, the following holidays will be charged at double the designated rate: Thanksgiving 1200-2400; Christmas Eve 1200-2400; Christmas Day 0000-2400; New Year’s Eve 1200-2400; New Year’s Day 0000-2400. **PLEASE NOTE THERE IS A THREE (3) HOUR MINIMUM FOR ALL EXTRA DUTY EMPLOYMENT. CANCELLATIONS MADE WITHIN 3 BUSINESS DAYS OF THE SCHEDULED DETAIL WILL BE SUBJECT TO A CHARGE EQUAL TO THREE HOURS PAY FOR THE OFFICER REQUESTED.**

		(Regular)	(Premium)
RATES	Officer	\$35.00	\$70.00
(Per Hour)	Supervisor	\$40.00	\$80.00
	Commander/OIC	\$45.00	\$90.00

Details requiring the assignment of five (five) or more Officers require the assignment of a Sergeant to supervise the detail.

The assignment of more than ten (10) Officers requires the assignment of an additional Sergeant.

The assignment of more than fifteen (15) officers requires the assignment of a Commander.

600 Banyan Boulevard - West Palm Beach, Florida 33401

Administration (561)822-1600 Fax (561)822-1614 Dispatch (Non Emergency) (561)822-1900
Records Section (561)822-1880 Fax (561) 822-1892 Investigations (561)822-1700 Fax (561) 822-1704

Website: www.wpbpolice.org

**Contact the Special Events Office for additional information:
Office: 561-822-1748
Fax: 561-822-1779
gkey@wpb.org**

Business Name: _____ Phone Number: _____

Applicant: _____ Fax Number: _____

Address of EVENT: _____

Mailing Address: _____

Contact Person at the EVENT: _____

Type of Event: _____

Will alcohol be served at the event YES No Number of expected Participants: _____

Officer Duties:

Do you require a Uniformed Officer? YES No

How Many Officers do you require: _____

Police Vehicle Required: YES No

Starting Date: _____

Ending Date: _____

Starting Time: _____

Ending Time: _____

Other Comments:

Applicant Signature: _____ Date: _____