



CANAL FULTON POLICE DEPARTMENT OFF-DUTY POLICE DETAIL AGREEMENT



TERMS AND CONDITIONS

- The Canal Fulton Police Department may assign available off-duty police officers for special events and functions in response to requests from individuals, businesses and organizations. The primary intent of extra-duty details is to provide a supplementary service to the community by assigning available off-duty uniformed officers for security, crowd control, or traffic control functions which fall outside the scope of the available on-duty patrol officer's responsibilities, yet which are reasonably expected to require the services of a sworn police officer. Requests for service that exceed the department's capabilities or are not consistent with departmental policies will not be honored. All off-duty police services provided by the City of Canal Fulton must be approved by the Chief of Police and assigned by the Canal Fulton Police Department. Officers providing off-duty services are required to observe the police department's standards of conduct, rules, regulations, policies and procedures.
- Businesses, organizations or individuals who desire to hire off-duty police officers for an event must complete, sign and submit the attached request at least ten days prior to the detail to the Canal Fulton Police Department by mail or fax. If approved, the outside employer will be notified and a copy of the approved agreement will be returned to them specifying the duties, responsibilities, time and locations of the detail. Interested officers volunteer to work and are assigned by the Canal Fulton Police Department. Officers are paid directly by the outside employer in either cash or check within 10 days of performing the detail. It is the responsibility of the outside employer to complete and submit IRS Form W-9 for all officers working their detail. Issues concerning the performance of individual off-duty officers can be addressed by the outside employer directly with the officer and/or submitted in writing to the Chief of Police for follow-up.
- The hourly rate for an off-duty detail police officer is \$20.00 per hour with a two hour minimum charge. Details requiring three or more officers may be required to pay a designated supervisor/OIC at the rate of \$25.00 per hour. Traffic control related details are performed at a rate of \$25.00 per hour. The charge for a police vehicle is an additional \$5.00 per hour with a maximum charge of \$40.00 per day per vehicle. Vehicle fees must be paid by cash or check directly to the Canal Fulton Police Dept. within 10 days of performing the detail. The Canal Fulton Police Department reserves the right to require additional personnel and/or vehicles to staff events due to safety concerns.
- In the event that the Canal Fulton Police Department is unable to provide off-duty police officers or vehicles for an approved detail, the outside employer will be notified as soon as possible but not later than 24 hours prior to the event. The Canal Fulton Police Department reserves the right to schedule off-duty police officers from other law enforcement agencies under existing mutual aid agreements. A 24 hour notice is required to cancel or change any portion of a scheduled detail. If 24 hour notice is not given, the two hour minimum charge may be assessed if officers report to work. Notification of cancellation or change may be made to the Police Department at 330-854-2926, Monday thru Friday from 8:00am to 4:00pm. If cancellation is requested after the hours listed above, the outside employer must contact the dispatch center at 330-854-2211 to advise us of the cancellation.
- In consideration for employment of off-duty police officers, the outside employer agrees to hold harmless the City of Canal Fulton, its officers, agents and employees from any claims arising out of the conduct of off-duty police officers under their direction. It is further agreed that the outside employer will indemnify the City of Canal Fulton, its officers, agents and employees if they suffer any loss in connection with the employment of off-duty officers.

**CANAL FULTON POLICE DEPARTMENT
OFF-DUTY POLICE DETAIL APPLICATION**

TO BE COMPLETED BY THE PERSON / ORGANIZATION REQUESTING THE DETAIL

Name of Requesting Person / Agency: _____

Address of Requesting Party: _____

Mailing or Billing Address (if different from above): _____

Name of Contact Person:	Telephone Number:	Cellular Number:
Fax Number:	Email Address:	

Description of Event / Type of Service Requested: _____

Location / Address of Event: _____

Date of Event	Start Time	End Time	# of Officers	# of Vehicles	Estimated Cost

Will Alcohol Be Served? YES NO Anticipated Number of Persons Attending Event: _____

Name of Insurance Carrier / Policy or Contract # / Phone #: _____

I acknowledge that I accept and agree to all the terms and conditions contained in this agreement.

Signature of Person Requesting Off-Duty Police Detail

Date

Name of Requesting Business / Organization / Agency

TO BE COMPLETED BY CHIEF OF POLICE OR DESIGNATED REPRESENTATIVE

Off-Duty Police Detail is: APPROVED / DENIED Signature: _____ Date: _____

Remarks: _____

