



Special Details Chief of Police – Anthony W. Rosa

Dear Applicant,

The Sunrise Police Department would like to thank you for considering our police officers for your event. There are two pages in this packet that must be completed in order for your request to be processed (Terms and Conditions page and the Permit Application page). *In order for your permit to be considered, the Permit Application must be typed and each page must be initialed and dated, sorry no electronic initials or signatures accepted. Please complete each section.* Once completed, please forward the Permit Application to the Special Details Office, either by hand delivery, by fax, or a scanned copy to offdutydetails@sunrisefl.gov.

All applications must be accompanied by a legible copy of the Driver's License of the person signing the application *or* a notarized Corporation Addendum.

If your detail requires five officers or more, a sworn police supervisor must also work the detail. Also, public service aides may be hired for traffic duties only, as they do not possess powers of arrest. A public service aide only request cannot be guaranteed. In the application, you will find the current rates for Non-Holidays, as well as a list of the Holidays. All details must be prepaid, unless payment arrangements have been approved by the Chief of Police. If you have any questions, please feel free to contact the Special Details Office.

Thank you,

Barbara Tabler

Barbara Tabler
(954) 746-3526 Office
(954) 789-8874 Cell
(954) 578-6185 Fax
offdutydetails@sunrisefl.gov



Special Details Permit Application Chief of Police – Anthony W. Rosa

ALL INFORMATION MUST BE TYPED

Full Legal Name of Permittee: _____

Check One: Name and State of Corporation: _____
 Name and State of Partnership: _____
 Fictitious Name and State of Registration: _____
 LLC Name and State of LLC: _____
 Individual: _____

Attach legible copy of Driver's License of individual, partner or corporate officer.

Federal Employer Identification Number: _____
(Corporation, Partnership, Fictitious Name, LLC)

Mailing Address of Permittee: _____

Telephone Number: _____

Facsimile Number: _____

Email Address: _____

Permittee will promptly notify the Special Details Unit of any change to the above Information.

Address where the Special Detail will be performed: _____

Telephone Number: _____

Requested Dates: _____

Hours to be worked: _____
(specify AM or PM) Beginning Ending

Number of Officers Requested: _____

Type of Service Requested: _____

Expected Attendance: _____

Alcohol being served? Yes Yes No No

Initial and Date

TERMS AND CONDITIONS

SCOPE OF SERVICES

1. The Sunrise Police Department may contract for the employment of Officers or Public Service Aides (PSA) during their off-duty hours, for public or private security services, referred to as Special Details. Permittee agrees that the Special Details are governed by Section 2-400 of the Code of the City of Sunrise, Florida and Resolution No. 11-171-12-A, as they may be amended. Special Details for extended hours must also comply with Section 3-11 of the City's Code, as it may be amended.
2. The Sunrise Police Department is not obligated to provide Special Details. The Chief of Police reserves the right to refuse to issue permits to any individual, fictitious name, partnership or corporation for any reason. Although every reasonable effort will be made to fill your detail, there is no guarantee it will be filled. Please call prior to the detail date to confirm coverage.
3. Permittee may establish general rules regarding the duties to be performed by the Officer/PSA providing Special Details; however, the Permittee has no authority over the Officer/PSA. Permittee understands and agrees that while an Officer is performing Special Details, the Officer may be required to report to duty. Some instances where the Officer may be required to report to duty include responding to 9-1-1 calls and responding to hurricanes or natural disasters. In this event, the Special Detail Service will be cancelled for the duration of the emergency, and the Permittee will only be charged for the actual number of hours worked. Permittee understands and agrees that the Sunrise Police Department may or may not be able to provide Permittee with notice if the Officer is required to report to duty.
4. Permittee agrees to contact the Special Details Office in the event that issues arise with respect to the Officer's performance of duties under this Permit. The Special Details Office is open 7:30 AM to 3:30 PM Monday through Friday. The telephone number is (954) 746-3526. The Special Details Office is closed on weekends and holidays. In an emergency situation, Permittee may call the On-Call Special Detail Coordinator at (954) 789-8874.

CANCELLATION:

5. In order to cancel a Special Detail, Permittee must contact the Special Details Office during normal working hours and provide at least twenty-four (24) hours' notice of the cancellation. If the Special Details Office is closed, the Permittee may call the Sunrise Police Records Unit at (954) 746-3500 to advise of the cancellation. If the cancellation is less than twenty-four (24) hours prior to the scheduled Special Detail, the Permittee agrees to pay for a two (2) hour minimum per officer.

COMPENSATION:

6. The minimum charge for each Officer/PSA on any Special detail will be for two (2) hours of service at the usual detail rate. There is no charge for motorized equipment. Service Aides may be hired for traffic duties only, as they do not possess powers of arrest. There is no guarantee a Service Aide will be available. If there are more than five Officers/PSAs, a Supervisor will be required. Any compensation to individual Officers or PSAs is prohibited. Although every effort will be made to fill your detail, there is no guarantee it will be filled. Please call prior to the detail date to confirm coverage.

Initial and Date

Non-holiday Detail Pay Rate*

Personnel	Rate Per Hour	Admin Fee Per Hour	Total Rate Per Hour
Police Officer	\$40.00	\$4.00	\$44.00
Police Supervisor	\$42.50	\$4.00	\$46.50
Public Service Aide	\$24.50	\$4.00	\$28.50

Holidays qualifying for the Holiday Detail Pay Rate:

New Year's Eve, New Year's Day, Saint Patrick's Day, Fourth of July, Halloween, Thanksgiving, non-retail establishment on the day After Thanksgiving, Christmas Eve, Christmas, and the day after Christmas.

Holiday Detail Pay Rate*

Personnel	Rate Per Hour	Admin Fee Per Hour	Total Rate Per Hour
Police Officer	\$50.00	\$4.00	\$54.00
Police Supervisor	\$52.50	\$4.00	\$56.50
Public Service Aide	\$34.50	\$4.00	\$38.50

***The Premium Detail pay Rate applies upon vendor request; to retail establishments on "Black Friday" from 2000 hours on Thanksgiving Thursday to 2300 hours on the Friday after Thanksgiving; to establishments with an extended hours permit for the details during extended hours (note: if any part of the detail is during the extended hours, the entire detail will be at the premium rate); and to details requested within 96 hours of the start of the detail.**

Premium Detail Pay Rate*

Personnel	Rate Per Hour	Admin Fee Per Hour	Total Rate Per Hour
Police Officer	\$60.00	\$4.00	\$64.00
Police Supervisor	\$67.50	\$4.00	\$71.50
Public Service Aide	\$44.50	\$4.00	\$48.50

***The City can increase Detail rates unilaterally by sending the Permittee written notice by regular mail that the City raised the rates by ordinance or resolution.**

7. Payments are payable to the City of Sunrise and should be mailed to the City of Sunrise Police Department, 10440 W Oakland Park Blvd., Sunrise, FL. 33351 and in U.S. Currency. Fees set forth by the Florida Statutes will be charged for any check returned for insufficient funds. All details must be prepaid, unless payment arrangements have been approved by the Chief of Police.

PERMITS:

8. The City of Sunrise charges a Permit fee in order to have a detail. Detail Fees are as follows, please check the box for the option that you are selecting. The Annual Renewal can only be used consecutively with the previous year's Annual Permit.

Annual Permit Fee:	\$50.00	
Annual Renewal Fee:	\$25.00	
One-time Permit Fee:	\$25.00	

Initial and Date

SPD/ADMIN: Effective: 10/30/2019

9. This Permit expires based on the Permit option chosen. The Annual Permit expires one (1) year after the date of its approval. Permittee agrees to complete a new Permit Application annually to continue the Special Detail Services. Except as set forth in Section 5 and 6, either party may terminate this Permit by providing the other party with written notice. The Annual Renewal can only be used consecutively with the previous year's Annual Permit. The One-time Permit expires seven days after the first day of the initial event, all days of the event must be consecutive.

TERMINATION:

10. In its sole discretion the Sunrise Police Department may provide written notice to Permittee that Special Details are cancelled for any reason, including but not limited to Permittee's late payment or non-payment. Either party may terminate the Permit Application by providing the other party with three (3) days written notice.

AMENDMENTS:

11. The parties agree that the Sunrise Police Department may amend the terms and conditions of this Permit by providing the Permittee with written notice of the changed terms.

INDEMNIFICATION:

12. Permittee agrees to indemnify and hold harmless the City of Sunrise, the Chief of Police, Sunrise Police Department, its officers and employees, agents and servants (hereinafter "Releasees") from and against any and all liability, cost expenses, attorneys' fees or damages arising from any claim, demand, cause of action, or lawsuit resulting or arising from, either directly or indirectly, services provided under this Permit Application, including but not limited to those arising out of the negligent act or omission of Releasees.

ATTORNEYS' FEES:

13. In the event the City of Sunrise has to take legal action to enforce this Permit Application, Permittee agrees to pay the City of Sunrise its costs and attorneys' fees, including the costs of any appeal.

I HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE TERMS AND CONDITIONS. I AM AUTHORIZED TO SIGN ON BEHALF OF THE ENTITY LISTED BELOW:

By (signature): _____
Legal name of entity: _____
Name and title of person signing: _____
Date signed: _____

Please do not forget to attach the legible copy of the Driver's License of individual, partner, corporate officer signing this document or Notarized Corporation Addendum.

For Police Department Use Only:

	Approve	Disapprove	Date	Signature
Special Details Office	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Sergeant	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Lieutenant	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Major	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Deputy Chief	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Chief	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____



Corporation Addendum
Chief of Police – Anthony W. Rosa

I, _____, hereby state that I am the _____ of
(Title)

_____ and that I have authority to execute the Permit Application.
(Name of Corporation)

I further state that the following information is true.

Legal name of entity: _____

Address of corporation: _____

Name of registered agent: _____

Address of registered agent: _____

By (signature): _____

Print Name of person signing: _____

Date Signed: _____

STATE OF _____

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____ 20_____,
by _____ (name of person making statement) _____
of _____ (name of corporation) a Florida corporation.

Signature of Notary Public – State of Florida

(NOTARY SEAL)

Name of Notary Typed, Printed, or Stamped

Personally Known OR Produced Identification
Type of identification produced: _____

SPD/ADMIN: Effective: 10/30/2019

10440 West Oakland Park Boulevard, Sunrise, Florida 33351 | 954-746-3600

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