



SUNRISE POLICE DEPARTMENT

John E. Brooks
Chief of Police

10440 W. Oakland Park Blvd.
Sunrise, Florida 33351
(954) 746-3600



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 Application page). *In order for your permit to be considered, the Permit Application must be typed and each page must be initialed and dated. 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 will suffice to btabler@sunrisefl.gov.

All applications must be accompanied by a legible copy of the Driver's License of the person signing the contract. Corporations may request the Corporation Addendum page to notarize the signature of signer in lieu of submitting their Driver's License.

If your detail requires more than five officers, 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. Below you will find the current rates for Non-Holidays and Holidays. Please note that the day after Thanksgiving may be added as a holiday. If you have any questions, please feel free to contact me.

Thank you,

Barbara Tabler

Barbara Tabler
(954) 746-3526 Office
(954) 578-6185 Fax
btabler@sunrisefl.gov

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.
2. 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 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 issues arise with respect to the Officer's performance of duties under this Permit. The Special Details Office is open 7:30AM to 3:30PM 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 Dispatch Center (954)746-3600.

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 Dispatch Center to advise of the cancellation. If the cancellation is less than twenty-four (24) hours, 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 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, 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	\$33.00	\$4.00	\$37.00
Police Supervisor	\$35.50	\$4.00	\$39.50
Public Service Aide	\$19.50	\$4.00	\$23.50

***Holidays qualifying for the Holiday Detail Pay Rate:**

New Years Eve, New Years Day, Saint Patrick’s Day, Fourth of July, Halloween, 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	\$43.00	\$4.00	\$47.00
Police Supervisor	\$45.50	\$4.00	\$49.50
Public Service Aide	\$29.50	\$4.00	\$33.50

***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	\$53.00	\$4.00	\$57.00
Police Supervisor	\$60.50	\$4.00	\$64.50
Public Service Aide	\$39.50	\$4.00	\$43.50

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

7. Payments are due to the City of Sunrise, P.O. Box 452048, Sunrise, Fl. 33345 and in U.S. Currency. A fee per Florida State Statute will be charged for any checks returned insufficient funds. Payment is due within fourteen (14) days.

PERMITS:

8. The City of Sunrise charges a Permit fee in order to have a detail. Detail Fees are as follows:

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

Initial and date

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 paragraph 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.

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 employees, agents, and servants (hereinafter "Releasees") from and against any and all liability, costs expenses, attorney's 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.

ATTORNEY'S 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 attorney's 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.

Legal name of entity:	
By (signature):	
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 or corporate officer signing this document.

For Police Department Use Only:

	Approve	Disapprove	Date	Signature
Special Details Office				
Sergeant				
Lieutenant				
Captain				
Deputy Chief				
Chief of Police				