

TAMPA POLICE DEPARTMENT

Extra Duty Conditions of Permit



Extra Duty Office
411 N. Franklin Street
Tampa, FL 33602
(813) 276-3385
Fax (813) 276-3389

Effective March 2023

A. PROCEDURES FOR APPLICATION

1. Customers may apply in person, via Fax 813-276-3389 or by sending an email to extradutyadmin@tampagov.net. Requests for service must be received seven (7) days before the event at the address listed on the cover page, between the hours of 8:00 A.M. and 4:00 P.M. Monday through Friday. Any requests made less than seven (7) days in advance are only processed with the understanding that the job may not be filled.
2. Background check is required for establishments with Alcohol license. The background check requires 2 weeks and an additional fee applies.

B. TYPES OF PERMIT

1. A Permanent Permit is issued when service of officers in an extra-duty capacity will be needed on a regular recurring basis. Upon initiation of a permanent permit, the customer must pay a deposit equal to two (2) months estimated billing. **Upon termination of the permit, the deposit will be applied to any outstanding balance due, and any remaining deposit balance will be refunded to the customer.** The extra duty supervisor may adjust the amount of deposit required based on actual history of extra duty service.
2. A Temporary Permit is issued when service of officers in an extra-duty capacity will be needed during a period of less than two (2) weeks.

NOTE: The final determination of permit type rests with the Extra Duty Supervisor.

C. PAYMENT METHODS

1. Permanent Permit: Customer will be billed monthly and must make payment upon receipt of billing, in cashier's check, cash, credit card, money order, or company check.

The Director of Finance, or designee, is authorized to declare all fees due and payable, and may revoke the credit privileges for use of the Extra Duty services at any time, upon finding that the user's current billing for usage of the Extra Duty services is delinquent or exceeds the user's payment guarantee (deposit). A billing will be declared delinquent when payment in full has not been received by the City by the last calendar day of the month in which the bill is dated, or twenty (20) calendar days after the initial billing date, whichever is greater.

A late fee of \$25.00 will be charged on any delinquent account

beginning the forty-fifth (45th) calendar day following the initial billing date, and each subsequent 30 day interval from such date until the account is no longer delinquent.

2. Temporary Permit: The acceptable forms of payment are a cashier's check, cash, credit card or money order. Officers can work additional hours with permission granted by the shift commander or extra duty staff. If this should occur, the customer must pay the additional charges the next business day at the Extra Duty Office. To prevent this, the customer can pay for extra hours and if unused will be reimbursed. Customers must pay for services before the job is posted. All events must be paid for no less than 15 business days in advance of the date of the event. If payment is received less than 15 business days in advance a \$2 per officer per hour surcharge will be assessed. Additionally, if payment is received less than 10 business days in advance of the event a surcharge of \$5 per hour per officer will be added. Finally, if payment is not received within 5 business days of the event a \$10 per officer per hour surcharge will be added. **NO OFFICER IS ALLOWED TO ACCEPT MONIES FROM A CUSTOMER.**

D. UNSCHEDULED HOURS

1. If an officer works additional hours (i.e. makes an arrest while working extra-duty) on an extra duty job, the customer is responsible for prompt payment of the additional costs.
2. If this occurs on a Permanent Permit job, the customer's regular billing will reflect the additional costs and the officer will be compensated.

E. OFFICER'S PAY VOUCHER

1. The customer or designee must sign the officer's pay voucher **UPON COMPLETION** of the job.
2. For large jobs, the customer or designee must sign the master voucher that covers all officers on that job.

F. REFUNDS

1. Permanent Permits - In cases where refunds are due, a credit or refund will be processed as requested by the customer and approved by the Extra Duty Supervisor.
2. Temporary Permits - The customer's refund will be processed within 30 days once requested by the customer.

G. RATE SCHEDULE

1. Routine jobs: "Normal" extra-duty jobs other than Special Events.
2. "Special Event" extra-duty job to include but not limited to events:
 - a. That require a City of Tampa Permit
 - b. Involve temporary road closures
 - c. Require right – of – way closures
 - d. Temporary wet zones
 - e. Runs and walks
 - f. Active traffic control – officer actively / physically engaged in directory vehicular / pedestrian traffic
 - g. Other special events
3. Alcohol Establishments – Refer to Appendix "B"
4. "Major Event" Refer to section P.
5. "Specialty Teams" are available – call for additional information
 - a. K-9 Team
 - b. Dive
 - c. Marine
 - d. Mounted
 - e. Motorcycle
6. Refer to appendix "A" for current hourly rates.
7. Application for Background Check: \$100.00
8. Specific Planning Administration required \$ 49.00 per hour
9. Holiday Rate: See Appendix A

NOTE: The City of Tampa will process the Officer's payment as well as pay for workers' compensation and general liability insurance, administrative resource costs, automobile fuel, maintenance and insurance. THE \$7.00 PER HOUR IS INCLUDED IN ABOVE RATES!

H. STAFFING REQUIREMENTS

1. One (1) Sergeant for every 5-10 Officers
2. One (1) Lieutenant for every 2-5 Sergeants
3. One (1) Captain for every two (2) or more Lieutenants
4. Two (2) Officers minimum per 500 with alcohol
5. Three (3) Officers minimum for Beer Tents

If the Extra-Duty Supervisor determines that the size of the event warrants, the customer will work with special events planning officer to determine the number of officers needed for the job.

In cases where the customer underestimated the attendance, the On-Site Supervisor may at his/her discretion notify the customer that additional officers are needed. Whether or not the customer was able to be notified, the additional officers may be called in and the customer will be billed accordingly.

I. CANCELLATION PROCEDURES

1. Cancellations by the Customer

Cancellations by the customer should be made at least 48 hours before the time the job begins during business hours; this must be received in writing.

If the Extra Duty Office receives less than 48 hours notice from the customer, (with exception of a natural disaster) the customer will be charged and the assigned officer(s) will be paid the minimum number of hours as indicated on the permit.

Call **(813) 276-3385** for cancellations during business hours, you will also need to provide this request in writing.

Unavoidable cancellations of an impending job during non-business hours will be directed to the Shift Commander at **D1 (813) 354-6600, D2 (813) 931-6500 or D3 (813) 242-3800.**

NOTE: It is the responsibility of the customer to notify the Extra Duty Office if the business or organization will be closed for a holiday or for any other purpose when extra duty officers are normally scheduled. If customer fails to notify the Extra Duty Office that officers are not needed that day, the normal minimum charges for the job will apply.

2. Cancellations by the Tampa Police Department

Cancellations by the Shift Commander or the Extra Duty Office

Under extraordinary circumstances, if an assigned officer is unable to fulfill the job due to illness or injury and the Shift Commander or Extra Duty Office is unable to obtain a substitute, the permit assignment may be cancelled.

Note: If this is a Temporary Permit, the hours scheduled and not worked will be refunded. On a Permanent Permit, only the hours worked will be billed.

Cancellations by the Chief of Police

In the case of a departmental need or community emergency, the Chief or designee may cancel extra-duty permit jobs. The extra-duty officers would then be immediately available for service to the department.

Note: If this is a Temporary Permit, the hours scheduled and not worked will be refunded. On a Permanent Permit, only the hours worked will be billed.

J. WORKERS' COMPENSATION/LIABILITY

The City of Tampa is self-insured for general liability and statutory workers' compensation coverage. Police officers assigned to extra duty work are afforded workers' compensation coverage by the city.

K. OFFICER NOT REPORTING FOR EXTRA DUTY JOB

If an officer was scheduled to work and did not report, the customer should notify the extra duty office at **(813) 276-3385** immediately and also call the Shift Commander at **D1 (813) 354-6600, D2 (813) 931-6500 or D3 (813) 242-3800**.

L. DISCONTINUE SERVICE

If the Chief of Police or designee, the Extra Duty Supervisor, determines that it is in the best interest of the department to discontinue extra duty services, the customer will be notified immediately.

M. HOLIDAY RATE SCHEDULE

The rate schedule will be increased to holiday rates on the following holidays and certain special events:

New Year's Day	January 1
Martin Luther King Jr. Day	Date Observed
Spring Day (Good Friday)	Date Observed
Memorial Day	Date Observed
Juneteenth	June 19
July 4th	July 4
Labor Day	Date Observed
Veterans Day	November 11
Thanksgiving Day	Date Observed
Day after Thanksgiving	Date Observed
Christmas Eve	December 24
Christmas Day	December 25
New Year's Eve	December 31

N. SCHEDULED HOURS CHANGED

The Extra Duty Office will try to accommodate schedule change requests if made 48 hours prior to the time of the event, we must receive this request in writing.

O. SPECIAL EVENTS

It is the Police Department's responsibility to determine the adequate number of security personnel and traffic personnel needed to staff an event. When applicable, the City of Tampa Traffic Engineering Department will be responsible for developing a Maintenance of Traffic (MOT) plan which will identify mandatory traffic jobs. "Special Event" extra-duty jobs include, but not limited to, events involving one or more of the following:

1. That require a City of Tampa permit
2. Involve temporary road closures
3. Require right-of-way closures
4. Temporary wet zones
5. Runs and walks
6. Active traffic control – officer actively / physically engaged in directing vehicular pedestrian traffic
7. Other special events

City Co-Sponsored events – The cost of police personnel to maintain safety for the actual event, those Officers assigned to traffic and/or crowd control, will be absorbed by the City of Tampa.

Temporary Wet Zones – All officers required pursuant to a temporary wet zone permit will be at the expense of the event organizers. The Extra Duty Office will provide current rates and coordinate scheduling of the officers. The special event or major event rate of pay will be applicable.

The Extra Duty Office may, also arrange additional requests for police services, such as money escorts or over night security.

Non-City Co-sponsored events – The Extra Duty Office will schedule officers to work non-city co-sponsored events. The expense will be the responsibility of the event organizers.

If the event requires additional planning by the police department prior to the day of event, the administrative time will be billed at the current extra duty rate of pay.

The Extra-Duty office may also arrange additional requests for police

services, such as money escorts or over night security.

Alcohol Establishments – Refer to Appendix “B”

P. MAJOR EVENTS

A. All special events at the Raymond James Stadium, Amalie Arena or Tropicana Field

AND

B. Special events involving **three or more** of the following:

1. Alcohol served or allowed;
2. Three or more traffic control posts;
3. Curtis Hixon or Julian B. Lane Park utilized;
4. 13 (11 +2) or more officers required.

Appendix "A"
 See next page for Specialty Team Rate Breakdown.
 Current Rate

Duty	Base Hourly Rate	Sgt. Hourly Rate	Lt. Hourly Rate	Capt. Hourly Rate	Major Hourly Rate
Routine	\$43	\$47	\$57	\$61	\$63
Routine Holiday	\$49	\$55	\$59	\$63	\$67
Special Event	\$49	\$55	\$59	\$63	\$67
Special Event Holiday	\$54	\$60	\$64	\$68	\$72
Major Event	\$63	\$69	\$73	\$77	\$80
Major Event Holiday	\$68	\$74	\$78	\$82	\$85

Specialty Team/Service requests may include but are not limited to the following:

Air Service, Bomb, K-9, Marine, Motors, Mounted and TRT

All of the above are billed at a rate of \$63 an hour for a Special Event, if on a holiday the rate is \$68 and for a Major event the rate is \$73, if on a holiday the rate is \$78.

Appendix "B"
Alcohol Establishments
Conditions of Permit

- A) A business establishment, possessing State of Florida consumption on premises licensing, and being addressed throughout this direct, is described as follows:
- 1) If, at any time, the property for which the alcoholic beverage zoning classification is sought is operated as a bar / lounge or club, as said terms are defined in City of Tampa Code section 27-523 (**Bar and lounge: Commercial establishment whose principal business is the sale of drinks**, especially alcoholic drinks, and sometimes food which is served to the customer in a ready to consume state for consumption on premises)... Applicability and conditions. Whenever the subject property of a petition is... determined by city council that an alcoholic beverage zoning classification for 1-COP, 2-COP, 4-COP, 1-COPOO-R, 2-COP-R, 4-COP-r, 1-COP-X, 2-COP-X and 4-COP-X...
- B) Officer Safety / Staffing Requirements
- 1) While efforts will be made to comply with the job duties as defined by business representatives, the Tampa Police Department maintains exclusive rights in determining the number of officers required in order to maintain a safe environment for all and dictate placement / duties of officers working a particular job.
 - 2) Normally, a minimum of two (2) officers will be scheduled to work at an alcohol establishment for officer safety reasons. However, a bureau or division commander may waive this requirement if conditions warrant only one officer. Officers are required to maintain contact with other officers assigned to the detail.
 - 3) On occasion, specific staffing levels and officer placement are influenced by City of Tampa Ordinances / Code and unique circumstances identified by the City of Tampa Council regarding zoning approval for individual establishments / land parcels.
 - 4) Officers are prohibited from working jobs within the confines of the alcohol establishment. Officers shall remain on the outside of the building, patrolling the exterior areas of the business and parking lots.
- C. Officer Duties
- 1) Officers working extra duty jobs at alcohol establishments are responsible for generating reports associated with police activity at the location.
 - 2) Officers shall enter the establishment only in response to an incident requiring official police action. Once concluded, they will return outside.
 - 3) Under no circumstances will officers assume a role, or participate with business representatives, in any activity that is engaged in determining the age of patrons desiring entry into the establishment. Officers shall not "card" (check identification cards or driver's licenses) any customers / patrons of any business. Officers do have the responsibility to investigate situations, identified by the business representatives wherein individuals proffer counterfeit or false identification.
 - 4) Officers shall not work as a "bouncer" and prohibited from collecting or handling money for the business.
 - 5) Officers will not conduct any activity associate with the business while working on-duty for the department.
 - 6) Officers shall not work in plain clothes, are not permitted to wear any type of department "Police" or "RAID" jackets, and will never wear any clothing other than the Tampa Police department uniforms.

NOTICE TO CUSTOMERS

The officers are at all times subject to the policies of the City of Tampa and the rules and regulations governing employees of the Tampa Police Department (TPD). A Customer has no authority over police personnel and is restricted to providing only a general assignment of duties to be performed by the officer. Those rules never supersede TPD policy or procedures and employers of the extra-duty officers should be so advised. Extra-Duty officers remain under the exclusive control of the department and accountable for strict adherence to department rules and regulations. Any conflicting rules of employers of extra-duty officers will be disregarded. The officer shall refuse to perform any duties deemed to be in conflict with the guidelines established by the Tampa Police Department. As determined by the Department, officers may be recalled from extra-duty to on-duty status.

This permit is for law enforcement work only and does not exempt Customers from obtaining other necessary permits for this event.

The City of Tampa Police Department is NOT obligated to provide extra-duty services. A permit will not be issued to any person, firm, or organization whose offices, members, business, or operations are questionable or for any event of a potentially compromising nature.

Tampa Police Department officers are NOT permitted to receive cash from Customers for any reason whatsoever.

The undersigned customer agrees, individually and on behalf of the named applicant, to promptly pay for extra duty services rendered. Further, the undersigned agrees, individually and on behalf of the named applicant to pay all costs, expenses and attorneys fees incurred in the collection of any sums due hereunder.

Lee Bercaw
Interim Chief of Police

I have read and understand the "Extra Duty Conditions of Permit" and "Notice to Customers"

Customer - Individually and as Authorized Representative

Date

Federal ID #



TAMPA POLICE DEPARTMENT EXTRA DUTY PERMIT APPLICATION



Please Print

Permanent
 Temporary

Permit No. _____

Grid No. _____

District _____

Beverage License: Yes No

NAME OF APPLICANT (Business, Organization, Function, Customer)		DESIGNATED REPRESENTATIVE		PHONE (Day)	PHONE (Cell)
ADDRESS OF EVENT	ZIP CODE	BILLING ADDRESS (Permanent Address)	CITY, STATE	ZIP CODE	
PERMITTED SERVICE DATE(S), DAYS AND HOURS TO BE WORKED			OFFICERS REPORT TO:	PREDICTED ATTENDANCE	
DESCRIPTION OF SERVICES NEEDED				E-Mail Address	

STAFFING REQUIREMENTS AND RATES

CAPTAIN(S) _____ AT \$ _____ PER HOUR
 SERGEANT(S) _____ AT \$ _____ PER HOUR
 LIEUTENANT(S) _____ AT \$ _____ PER HOUR
 PATROL OFFICER(S) _____ AT \$ _____ PER HOUR

SPECIAL EVENTS AT PREVAILING HOLIDAY RATE OF PAY (REFER TO CONDITION OF PERMIT)

NOTE: ALL OFFICERS WORKING A PERMIT ASSIGNMENT WILL RECEIVE A MINIMUM NUMBER OF HOURS PAY. THE ABOVE RATES ARE SUBJECT TO CHANGE. FOLLOWING SUCH CHANGE, THE DEPARTMENT SHALL GIVE NOTICE TO THE CUSTOMER WITHIN 14 DAYS.

MINIMUM NUMBER OF HOURS 3 (hours)

PERMIT CANCELLATION

A. THE POLICE DEPARTMENT CAN CANCEL A PERMIT ANYTIME, WITH OR WITHOUT CAUSE

THE CUSTOMER MAY CANCEL A PERMIT BY CONTACTING THE COORDINATOR AT 813-276-3385 48 HOURS PRIOR TO EVENT DURING BUSINESS HOURS, OR NON-BUSINESS HOURS BY CONTACTING THE SHIFT COMMANDER – **D-I 813-354-6600 or D-II 813-931-6500 or D-III 813-242-3800**. IF THIS CANCELLATION IS NOT MADE AT LEAST 48 HOURS PRIOR TO THE DATE AND TIME OF THE PERMIT ASSIGNMENT, THE CUSTOMER MUST COMPENSATE THE DEPARTMENT AT THE MINIMUM NUMBER OF HOURS PAY FOR EACH OFFICER SCHEDULED.

I _____, INDIVIDUALLY AND AS AUTHORIZED REPRESENTATIVE OF AFOREMENTIONED CUSTOMER, HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THIS PERMIT APPLICATION, AND THE "CONDITIONS OR PERMIT", AND FURTHER AGREE THAT I WILL ABIDE BY AND BE SUBJECT TO THESE CONDITIONS IN ALL RESPECTS, AND BE RESPONSIBLE FOR PAYMENT OF ALL SUMS DUE FOR EXTRA DUTY SERVICES PROVIDED.

SIGNATURE OF CUSTOMER OR AUTHORIZED REPRESENTATIVE

DATE

OFFICE USE ONLY

THE ABOVE APPLICATION FOR PERMIT IS HEREBY GRANTED, AND THE ABOVE APPLICATION, TOGETHER WITH THE AFOREMENTIONED "CONDITIONS OF PERMIT" ARE HEREBY ADOPTED, BY REFERENCE, AND ARE MADE A PART OF AND CONSTITUTE THE TERMS AND CONDITIONS OF THIS PERMIT.

GRANTED

AUTHORIZED SIGNATURE

DATE