

# EXTRA-DUTY EMPLOYMENT AUTHORIZATION



Date Received:

## BUSINESS & CONTACT INFORMATION

Business Name	Contact (Designated Rep.)
Business Address	Contact's Cell Phone #
Business Phone	Contact's Email Address

## EVENT DETAILS

Name of Event	Predicted Attendance			
Address of Event	Vehicle/Vessel Required?	Yes	No	#
Onsite Contact's Name	Will Alcohol Be Served/Consumed?	Yes	No	
Onsite Contact's Phone #	<b>Note:</b> The OPD Coordinator will be required to verify existence/validity of alcohol license (verify quarterly). If there will be alcohol, the request needs Captain's signature via chain of command.			
Obtaining 18A Permit?				
Type of Work	Seasonal	Year-round/Permanent	<b>DESCRIPTION OF JOB/EVENT</b>  _____ _____ _____	
	One-time	Courtesy Officer		
Rate of Pay				
Officer Coordinator (if applicable)				
Coordinator Fee (if applicable)				

DATE	HOURS	OFFICERS PER SHIFT	NOTES
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JOB DUTIES	ADDITIONAL COMMENTS
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Security  
Traffic

**ADMINISTRATIVE FEE:** An extra-duty employer must pay an administrative fee. The administrative fee is 10% of all amounts billed for services under this contract. A 3% convenience fee may be added to electronic or ACH payments. The administrative fee does not apply to any vehicle fee under this contract.

**PAYMENT DUE:** Subject to applicable law or regulation, all items not subject to a bona fide dispute that remain unpaid 30 days after the due date are subject to a late charge equal to the maximum rate allowed by law or 1.5% per month if not specified by applicable law. OPD's acceptance of late or partial payments is not a waiver of its right to collect the full amount due. An extra-duty employer's payment obligations include late charges and third-party collection costs incurred by OPD, including but not limited to reasonable attorneys' fees if an extra-duty employer fails to cure its breach of these payment terms.

**REQUIRED NOTIFICATION:** If extra duty employer receives, reviews, or investigates any allegation of misconduct by an OPD member, the Extra-Duty employer must promptly notify Internal Affairs at 407.246.2352 or opdinternalaffairs@cityoforlando.net

**STAFFING REQUESTS:** Staffing requests for Extra Duty positions can be posted by members of the Special Operations Division at no additional fee.

**EXTRA-DUTY CANCELLATION NOTICE:** The Orlando Police Department can cancel an extra-duty detail any time in accordance with the current version of departmental P&P 1117. Nothing in this Extra-Duty Employment Authorization permits you to conduct an event in violation of any federal, state, or local law. Unlawful conduct will result in the immediate cancellation of this extra-duty detail and may subject you to criminal or civil penalties as provided by law. The business/ organization/individual may cancel by contacting their direct officer coordinator or the Extra Police Services Coordinator at 407.246.3915 during normal business hours (whichever applies to your scheduling request), or during non-business hours by contacting the Communications Supervisor at 321.235.5300. If this cancellation is not made at least 4 hours prior to the date and time of the assignment, the business/organization/individual will be responsible for compensation to the Department at 4 minimum hours pay for each officer scheduled.

As Authorized representative of aforementioned business, I hereby acknowledge that I have read and understand this application, and further agree that I will abide by and be subject to these conditions in all respects. I understand that all Extra Duty employment is under the authority of OPD P&P 117, Extra Duty and Outside Employment.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
DATE

# EXTRA-DUTY EMPLOYMENT AUTHORIZATION



## OFFICE USE ONLY

### OFFICER COORDINATED EXTRA DUTY JOBS

#### SERGEANT

PRINT NAME

SIGNATURE & EMPLOYEE #

DATE

Approved Denied N/A

#### LIEUTENANT

PRINT NAME

SIGNATURE & EMPLOYEE #

DATE

Approved Denied N/A

#### CAPTAIN

PRINT NAME

SIGNATURE & EMPLOYEE #

DATE

Approved Denied N/A

#### DEPUTY CHIEF

PRINT NAME

SIGNATURE & EMPLOYEE #

DATE

Approved Denied N/A

#### CHIEF OF POLICE

PRINT NAME

SIGNATURE & EMPLOYEE #

DATE

Approved Denied N/A

### SPECIAL OPERATIONS EXTRA DUTY OFFICE JOBS

#### SOD APPROVAL

PRINT NAME

SIGNATURE & EMPLOYEE #

DATE

Approved Denied N/A

PRINT NAME

SIGNATURE & EMPLOYEE #

DATE

PROCESSED BY (EXTRA DUTY OFFICE)