



# PORT ORANGE POLICE DEPARTMENT



## Special Detail Contract

### **GENERAL CONTRACT TERMS**

1. The payment rate is \$48.00 per hour with a three (3) hour minimum per officer.
2. Rates are subject to change at the discretion of the City of Port Orange.
3. A four (4) hour advanced notice is required to cancel the request or the customer will be billed three (3) hours per officer scheduled. Customers will not be billed if the cancellation is made at least four (4) hours prior to the scheduled start time of the detail.

Cancellations must be made verbally or in writing to the following person Monday – Friday between 8:30am and 5:00pm:

Kelly Williams  
[kewilliams@port-orange.org](mailto:kewilliams@port-orange.org)  
Phone: 386-506-5812

Office of the Chief  
Phone: 386-506-5870

After hours, on weekends, or City observed holidays, the Volusia County Sheriff's Office Communications Center can be called at 386-248-1777 and request the Port Orange Police Department's on-duty patrol supervisor to cancel the detail.

4. The customer shall not assign or otherwise transfer this agreement or any right or obligation herein without the prior written consent of the City. The customer shall indemnify, to the extent permitted by law, defend and hold harmless the City, its officers, employees and agents, from and against any and all loss, damage, injury, claim, cause of action, or liability of any kind whatsoever resulting from or arising out of the actions or omissions of the customer.
5. The provision of police officers under this contract is subject to availability of extra duty officers. This contract is also subject to appropriation of funds by the Port Orange City Council. The City shall not be liable for failure to provide services under this contract.
6. No amendment or modification of this contract shall be valid unless in writing signed by the parties hereto. However, the City may in its sole discretion, reduce or increase the level of service upon the oral request of the person who has signed this contract on behalf of the customer, or at the discretion of a police supervisor as deemed necessary to keep the peace, restore order, or protect public safety.
7. Payment for services rendered under this agreement shall be by monthly billing through the City of Port Orange Finance Department and shall be due on receipt of billing unless otherwise prepaid under this contract. The Finance Department shall have sole discretion in requiring prepayment of special detail services. In the event the customer fails to pay within two weeks of the billing date, the City may immediately terminate this agreement and cancel any further special details scheduled for the customer.

Rev. 09/21



## PORT ORANGE POLICE DEPARTMENT



### Special Detail Contract

8. This agreement is subject to the policies and procedures of the Port Orange Police Department Directives Manual pertaining to Extra Duty Employment, Directive 22-5.
9. All may be amended from time to time.
10. The customer understands and agrees that extra duty officers constitute a mobile auxiliary police force and may be recalled from extra duty activities to respond to city needs in accord with the above-referenced City regulations. In the event the officers are recalled, the customer shall not be liable for payment of fees for the time that officers are absent.
11. Please fill out all information as pertains to the request on page 3 of this contract.

Submission of the contract may be done in the following manners:

- Electronically sign and email back to [kewilliams@port-orange.org](mailto:kewilliams@port-orange.org).
- Sign, scan and either email to the same address or fax to (386) 756-5305.
- Sign and hand-deliver to the Port Orange Police Department at 4545 Clyde Morris Blvd during regular business hours.
- Please ensure the attention is to Kelly Williams and Office of the Chief.



**PORT ORANGE POLICE DEPARTMENT**



**Special Detail Contract**

Requesting Person/Business: \_\_\_\_\_

Name of Requester: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Business Address: \_\_\_\_\_

Billing Address:  Same, if not list below:  
\_\_\_\_\_

Purchase Order Number (Required for public schools): \_\_\_\_\_

Explain Type of Service Requested i.e. (Traffic Control, Security):  
\_\_\_\_\_

Number of Officers Requested: \_\_\_\_\_

Equipment Requirements:  Patrol Car  Bicycle  Foot Patrol  Other \_\_\_\_\_

Exact location of Event: \_\_\_\_\_

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Officer's Contact Person at Event: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Phone Number: \_\_\_\_\_

I, \_\_\_\_\_, have read the terms of this Special Detail Contract and shall abide by its terms. I request the special detail officers as described above. *(Electronic signature acceptable)*

Signed \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
(Signature – Electronic signature accepted as well)

**DO NOT FILL OUT BELOW THIS LINE**

Contract accepted on behalf of the City of Port Orange by \_\_\_\_\_.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_