



CAPE CORAL POLICE DEPARTMENT

POLICE DETAIL APPLICATION



Thank you for inquiring about the availability of law enforcement officers for security services or other related functions. Within this application, you will find information regarding the detail process and associated fees for this service.

APPLYING FOR DETAIL OFFICERS

Vendors desiring to contract detail officers shall complete and submit this Police Detail Application at least three (3) business days in advance of the detail start date. The Detail Assignment Coordinator (DAC) shall receive, and review, all completed applications.

SPECIAL EVENTS / SPECIAL DETAILS

Some detail applications require an approved Special Event Permit through the City of Cape Coral Parks and Recreation Department, as required by City Code Article 3, Chapter 3, Section 3.3.10. The Parks and Recreation Department determines the requirement of a permit.

Inquiries and Special Event Permit applications must be submitted directly to the Parks and Recreation Department. The City's Special Event Permit process and application can be found at https://www.capecoral.gov/department/parks_and_recreationhome/special_events_division/special_event_permit_process.php.

Permit Applications shall be submitted to Parks & Recreation at least (60) days prior to the event opening date **and** Detail Applications to the Police Department at least six (6) weeks prior to the event opening date.

Permit Applications with accompanying Detail applications for Special Event Permits shall be routed, by the Parks and Recreation Department, to the Cape Coral Police Department's Detail Assignment Coordinator (DAC) and Special Event Coordinator (SEC). The SEC will determine appropriate staffing based on the estimated number of attendees, availability of alcoholic beverages, event location, weather conditions, time of day, need for street closures, history of the event or past events from the event sponsor, and compliance with City Code Article 3, Chapter 3, Section 3.3.10.



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POLICE DETAIL APPLICATION**



FEE SCHEDULE

<u>Vendor Hourly Rate</u>	<u>Category</u>
\$44.00	Officer
\$54.06	Sergeant
\$66.50	Holiday*
\$66.50	Emergency**

These fees are for regular contracted detail assignments. The minimum charge is 3 hours + Body Worn Camera time***.

***HOLIDAY RATE DATES:** Halloween (0700-0000), Thanksgiving (from 0700 Thurs to 0700 Mon), Christmas (from 1800 12/24 to 0000 12/26), New Year’s (from 1800 12/31 to 2359 1/1), Easter (from 0700 Sun to 0700 Mon), Martin Luther King Day (0700-0000), President’s Day (0700-0000), Memorial Day (0700-0000), Independence Day (0700-0000), Labor Day (0700-0000), Veterans Day (0700-0000)

**** EMERGENCY RATE:** Requests for details occurring (2) business days or less from date of application will be charged the Emergency Rate. Additionally, if a detail runs (2) or more hours longer than originally requested, the first hour will be charged at the regular rate and the second hour and beyond will be charged the Emergency Rate.

***** BODY WORN CAMERA TIME:** Due to the implementation of Body Worn Cameras (BWC) and the requirement of Officers wearing them while working off-duty details, an additional (1/2) hour will be added to each officer requested. This cost covers the necessity of the officer to report to the PD prior to and following the detail for BWC related functions.

FOR APPROVED/PERMITTED SPECIAL EVENTS (submitted through Parks & Recreation): City Code 3.3.10(B)(7) requires police officers to be hired for the duration of the event to include one hour before opening and one hour after closing.

Payment is due prior to the assignment in the form of a Cashier’s Check or Money Order made payable to the City of Cape Coral Police Department. No Personal Checks will be accepted.

STATUS OF OFFICERS PERFORMING DETAIL ASSIGNMENTS

Police Officers performing assignments under the terms of a detail shall be deemed “on duty”. Thus, their principal responsibility will be to the Cape Coral Police Department and citizens of the community. Detail assignments may be terminated at any time in the interest of the Police Department and citizens of the community.



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POLICE DETAIL APPLICATION



STAFFING PROVISIONS

All detail applications will be reviewed by the Detail Assignment Coordinator (DAC). If staffing requests are determined to be insufficient or overestimated the DAC will adjust prior to approving the detail assignment.

If, during the detail, staffing is insufficient or overstaffed, the police supervisor in charge shall have the discretion to increase or reduce dedicated staffing. Any difference in costs shall be paid by the Vendor. If a detail assignment requires (4) or more officers, a supervisor shall be assigned as officer in charge of the detail assignment.

DETAIL CANCELLATION

The Cape Coral Police Department reserves the right to cancel a detail assignment at any time. The vendor may cancel an approved detail assignment by contacting the Detail Assignment Coordinator (DAC) at least 24 hours in advance of the date and time of the detail assignment. ***Notice less than 24-hours may be subject to the minimum 3-hour payment per officer.***

Exceptions to the (24) hour notice include, but are not limited to, details issued for construction, road work, etc., where work is completed earlier than proposed and a detail officer is no longer necessary. In these instances, (12) hours' notice of cancellation shall be sufficient.

Your signature below acknowledges that you have read, understand, and agree to the outlined fee schedule as is stated in this document.

Signature of Applicant

Date



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POLICE DETAIL APPLICATION



(To be completed by applicant)

Business / Vendor Name: _____

Business Contact Person: _____

Business Address: _____

Phone #: _____

Email Address: _____

Billing Address: _____

Service Location: _____

Detail Service Date(s): _____

Detail Day of the Week: (please check)

- checkbox Sunday checkbox Monday checkbox Tuesday checkbox Wednesday checkbox Thursday checkbox Friday checkbox Saturday

Hours: (Please be very specific; days/nights, dates, times, length of contract, etc.)

Start at: _____ AM/PM End at: _____ AM/PM

Number of Officer(s): _____ Number of Sergeant(s) : _____

Description of Service (attach any necessary maps / MOTs): _____

Name and Phone number of Contact Person for Officers to report to during detail:

Name: _____ Phone: _____



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POLICE DETAIL APPLICATION**



(To be completed by Applicant)

I, _____, as an authorized representative of _____, hereby acknowledge that I have read and understand the attached fee schedule and conditions which I have signed and dated as part of this application, and I further agree that _____ will abide by and be subject to these conditions in all respects if a permit is issued as a result of this application.

In addition, _____, through its authorized representative, hereby agrees to hold harmless and indemnify the City of Cape Coral and its employees from any and all claims, or lawsuits, injuries or damages suffered by _____ or its employees, customers, patrons or invitees during the term of any permit that is issued as a result of this application.

Signature of Authorized Representative

Printed Name of Authorized Representative

Inquiries may be directed to:

**Detail Assignment Coordinator (DAC)
Phone: (239) 574-0654 or Fax: (239) 242-5367
Email: chaenes@capecoral.gov**

DETAIL ASSIGNMENT INFORMATION
(to be completed by DAC)

Date Application Received: _____

The above application for detail is **denied**.

Signature of Detail Assignment Coordinator

Date