



West Melbourne Police Department
Secondary Employment Services Application/Request
2290 Minton Rd (321) 723-9673 office (321) 952-2857 fax

Organization/Business Name:

Business Address (Street Address, City, State, Zip):

Business Contact/Representative:

Work Phone:

Cell Phone:

Email Address:

Job Site Location Name:

Job Site Location Address:

Job Site Point of Contact:

Phone:

Time of Event

Date of Event

Number of Officers requested:

Describe the nature of your event/request for services:

If applicable, anticipated crowd size (please note: The number of officers required is determined by the agency and will be assigned accordingly.):

Anticipated crowd size:

- 1-50
- 51-150
- 151-300
- 301-600
- 601-1000
- 1001-1500

Indicate service (s) needed/
requested:

- Security
- Traffic Control
- Uniformed Officer
- Patrol Car

Financial forms required for payment:

- Invoice
- W-9
- Other: _____
- N/A

Will alcohol be sold?

- Yes
- No

Will alcohol be served/consumed?

- Yes
- No

If yes, have you received the required permits?

- Yes
- No

TERMS AND CONDITIONS EFFECTIVE JULY 1, 2023

The undersigned hereby agrees to the following (initial each section):

_____ In exchange for the service outlined above, the above listed Organization/Business agrees to pay the following hourly rate:

- **\$50.00 per hour** (\$42.00 Officer Rate + \$8.00 Admin Fee)
- Holiday/Special Event Rate **\$60.00 per hour** (\$52.00 Rate + \$8.00 Admin Fee). Designated Holidays/Special Events: New Year's Day, Martin Luther King Jr. Day, St. Patrick's Day, Easter, Memorial Day, Independence Day, Labor Day, Halloween, Veteran's Day, Thanksgiving Day, Day After Thanksgiving (Black Friday), Christmas Eve, Christmas Day.

_____ Should the above Organization/Business cancel arrangements with less than 24 hour notice, the above agrees to pay for three (3) hours of compensation pay paid directly via ACH through PowerDetails .

_____ The West Melbourne Police Department reserves the right to cancel off-duty details without notice and to recall officers for official duty when necessary for community safety.

_____ The Police Department may revoke any detail that is determined to be a conflict of interest or creates liability to the Department. Revocation may be in written or oral form.

_____ All payments **MUST** be made via Credit Card or ACH through PowerDetails. Payment is due no later than 72 hours upon receipt of invoice sent through PowerDetails.

Print Name:

Authorized Signature:

Date:

Please email application to ADonnelly@westmelbourne.gov or fax to (321)952-2857

For WMPD use: Supervisor Approval

Approved Denied

Number of Officers Needed: _____

Supervisor Required: Yes No

Print Name:

Signature:

Date: