

# PORT ROYAL POLICE DEPARTMENT

## Contract for Extra Duty Police Services

Event #: \_\_\_\_\_

**This agreement authorizes the Port Royal Police Department to furnish extra duty police services on a reimbursement or advanced payment basis for:**

Business Name or Organization: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Contract Date(s) / Times: \_\_\_\_\_

### Specific Services Provided

\_\_\_\_\_  
Initials

The service provided by this Law Enforcement Officer(s) assigned to the above business or organization, if law enforcement action is required, shall be to enforce municipal, state and federal laws. This contract is for police services only and does not exempt applicants from obtaining other necessary permits for this event.

### Financial Agreement

\_\_\_\_\_  
Initials

Police Service Contracts shall be for a minimum of four (4) hours. The charge for "Non-Exempt" employees as defined by the FLSA, including a benefit percentage, shall be set at a rate of fifty five (\$55.00) per hour per officer. The charge for "Exempt" employees as defined by the FLSA, including a benefit percentage, shall be their hourly rate of pay. An Administrative charge of (5) percent of the salary charge shall be added to the contract.

The business\organization's representative agrees to reimburse or pay in advance to the Town of Port Royal under the terms of this agreement for police services provided. Reimbursement for services will be made within fifteen days of notice to the Port Royal Police Department. Type of payment will be approved by the Town finance director. Financial transactions will be paid to the Town of Port Royal and not the individual officer concerned.

### Records

\_\_\_\_\_  
Initials

The Port Royal Police Department shall maintain copies of the contracts, of officer's time cards (specifying dates, times, hours and type of work) and request for billing memorandums sent to the Town of Port Royal finance department. The finance office shall maintain all original billing information.

### Duration, Modification and Termination

\_\_\_\_\_  
Initials

The duration of the contract shall be for one year unless specified otherwise. The contract may be modified at any time by written agreement between all parties. The contract agreement may be terminated prior to the expiration date by the business\organization by written notice or by the Port Royal Police Department.

\_\_\_\_\_  
Initials

Cancellations

**THE POLICE DEPARTMENT RESERVES THE RIGHT TO CANCEL AN EVENT AT ANY TIME.** The contractee may cancel an event by contacting the Port Royal Police Department at 843-986-2220, 24 hours prior to the event during business hours, or non-business hours by contacting the dispatch center at 843-524-2777. If the cancellation is not made at least 24 hours prior to the commencement of the event, the contractee may be responsible for compensation to the department at the minimum number of hours pay for each officer scheduled. If an outdoor event is canceled due to inclement weather at least three hours before the event, no compensation will be required.

\_\_\_\_\_  
Initials

Legal Contingencies

All contractual agreements will provide indemnification of the Town of Port Royal, the department and any officer, agent, or employee while lawfully providing the specified, agreed-upon services. For liability purposes, sworn employees working contract duty are covered by the department's civil liability insurance. Employees are covered under worker's compensation for injuries occurred while working a contract. Employee's working contract services shall not have their employment rights, promotional opportunities, training opportunities or fringe benefits affected in any way.

\_\_\_\_\_  
Initials

Officer Supervision

The Port Royal Police Department maintains managerial control of department personnel. Sworn employees working contract assignments fall under the command of the Shift Supervisors currently on duty. All officers must be available at all times to respond to emergencies or contingencies within the town limits of Port Royal. When more than one officer is working on a contract, the highest ranking officer will assume supervisory responsibilities for the contract assignment.

\_\_\_\_\_  
Initials

Equipment / Facilities

Officers shall be equipped with a patrol vehicle, duty gear, uniform, radio, etc. Depending on the contract assignment, the Port Royal Police Department shall determine additional amenities required on a case-by-case basis.

\_\_\_\_\_  
Initials

Review & Revision

Upon completion of this contract agreement, the stipulations contained within this document may be reviewed or revised upon the Business/organizations or the Port Royal Police department's request. Any changes, revisions or modifications must be made in writing at least 3 weeks prior to the event date and signed by all parties involved.

**I understand the above requirements of the Port Royal Police Department as related to the employment of extra duty police services and abide by this agreement.**

\_\_\_\_\_  
Authorized Representative - Printed

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Authorized Representative - Signature

\_\_\_\_\_  
Date

# OPERATIONAL PLAN

Event #: \_\_\_\_\_

In order to provide police services for your event it is imperative that we receive an operational plan for the event to outline what services are being requested of the Port Royal Police Department.

***The Operational Plan must be either posted or readily available for review at the event location.***

## **Type of Service Requested:**

Traffic Direction     Event Security     Road Closure     Other (explain)

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## **Type of Event:**

Run/Walk/Race     Wedding     Festival     Other (explain)

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## **Contacts:**

*The event contact should be someone who is able to make decisions regarding the event.*

Planned number of volunteers: \_\_\_\_\_

Planned Attendance: \_\_\_\_\_

Contact Person (Person who will be on site): \_\_\_\_\_

Contact's Phone/Email: \_\_\_\_\_

Alternate Contact Person: \_\_\_\_\_

Alternate Contact Phone/Email: \_\_\_\_\_

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

### DISCLAIMER

Contracts for events involving road closures must be signed and approved and an Operational Plan submitted at least 60 days before the scheduled event date. **Contracts and Operational Plans may only be amended with approval from the Police Department no less than 3 weeks prior to the event date.**

## OPERATIONAL PLAN CHECKLIST

This checklist is to assist you in coordinating your event and may not be an all inclusive list. Other permitting may be required depending on your particular event needs.

- Operational Plan
- Park Reservation Permit (Town Hall)
- Alcohol Permit (SC D.O.R.)
- Road Closure Permit (SC D.O.T.)
- Route Map
- Noise Ordinance Variance (Police Department)
- Food and Beverage permit(s) (DHEC)
- Proof of liability insurance

### DISCLAIMER

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Function Location: \_\_\_\_\_

Point of Contact: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Approved : \_\_\_\_\_

Police Official / Title

**INVOICE**

| DATE                    | OFFICER | HOURS<br>@\$55.00 | TOTAL |
|-------------------------|---------|-------------------|-------|
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| SUBTOTAL                |         |                   |       |
| ADMINSITRATIVE FEE (5%) |         |                   |       |
| TOTAL                   |         |                   |       |

Please make checks to: **Town of Port Royal**

Remit payment to: **Port Royal Police Department  
P.O. Box 576  
Port Royal SC 29935AL**