

# STUART POLICE DEPARTMENT

David Dyess, Chief of Police



Serving with *Pride*  
Protecting with *Dignity*

Tammy Farnham, Professional Standards  
830 SE Martin L. King Blvd. Stuart, FL 34994  
Telephone: 772 - 220 - 3914 Fax: 772 - 220 - 5986



## Stuart Police Department Extra- Duty Police Employment Request

### **BUSINESS INFORMATION: (Please complete all sections)**

Business Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Business Contact Representative: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### **DETAIL INFORMATION**

Name of Location: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date of Detail: \_\_\_\_\_ Start Time: \_\_\_\_\_ End time: \_\_\_\_\_

Is this a multiple day event? YES \_\_\_ NO \_\_\_  
If so, start date: \_\_\_\_\_ End Date: \_\_\_\_\_ (please attach schedule of times requested)  
Describe the nature of the event:  
\_\_\_\_\_  
\_\_\_\_\_

Law Enforcement off-duty details are restricted to security, traffic and patrol functions

Number of officers needed: \_\_\_\_\_  
Have you requested a Special Event Permit (if applicable) YES \_\_\_ NO \_\_\_  
Anticipated crowd size \_\_\_\_\_ Will there be alcohol YES \_\_\_ NO \_\_\_

The hourly rate for an off-duty police officer, whose duties include the use of the city's vehicle and equipment, will be \$40.00 per hour.

There is a two (2) hour minimum for off-duty details.

The hourly rate will be upgraded to \$45.00 per hour for Sergeants when an event requires (5) five or more officers for the event or detail. If a detail is canceled, it is your responsibility to contact the Stuart Police Department as soon as possible, so the assigned officers can be notified.

Failure to cancel the detail within 2 hours of the event will result in a 2 Hour minimum payment due to the scheduled officer. All payments are made directly to the officer assigned to the detail.

I accept these provisions: \_\_\_\_\_  
Print Sign

APPROVE/DISAPPROVE: Chief of Police \_\_\_\_\_ Date: \_\_\_\_\_

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David Dyess, Chief of Police



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Administration, Office of the Chief  
830 SE Martin L. King Blvd. Stuart, FL 34994  
Telephone: 772 - 287 - 3909 Fax: 772 - 220 - 5986



March 1, 2016

RE: Off-Duty Employment Request Changes

To Whom It May Concern,

Effective May 1<sup>st</sup>, 2016, the Stuart Police Department will be changing its policy related to off-duty employment. The new hourly rate for an off-duty police officer, whose duties include the use of the City's vehicle and equipment, will be \$40.00 per hour. The Stuart Police Department also will no longer allow payment directly to the police officers for off-duty details. This letter is intended to provide you with a brief overview of the process and to make you aware of the changes that will affect you as the employer.

Please complete our Off-Duty Employment Request form completely. If a section does not apply, please write N/A in the field. It is our responsibility to conduct an assessment of your application and make the necessary inquiries to ensure that Stuart Police Department policy and procedures are being followed. No off-duty employment will be authorized, if an employer places restrictions on race, color, gender, national origin or sexual preference. It is also a violation of policy for officers to accept gifts, gratuities, bonuses, tips or merchandise in any form.

If approved, your application will be given a job number, and an invoice will be sent to you. The off duty detail employer will make payments directly to the City of Stuart, before the detail begins or within two weeks of the completion of the detail. Payment may be made by company check, money order, credit card, cashier's check or cash. The job will then be posted for assignment. The off-duty detail services provided by our officers are voluntary, and there is no requirement for them to sign up for details. You should understand that our officers are governed by agency policy, while working for you. The Stuart Police Department oversees all off-duty employment and will become involved in matters as deemed necessary.

Agency personnel engaged in off-duty employment are covered by the provisions of the agency's Worker's Compensation Plan or liability provisions of the Stuart Police Department insurance program, when engaged in law enforcement related actions.

There is a two (2) hour minimum for off-duty details. The hourly rate will be upgraded to \$45.00 per hour for an Event Commander, when an event requires (5) five or more simultaneous officers for the event or detail. If a detail is canceled, it is your responsibility to contact the Stuart Police Department as soon as possible, so the assigned officers can be notified.

If you have any questions regarding the Off-Duty Employment policy, please contact Master Officer Tammy Farnham, the Off-Duty Employment Coordinator, at 772-220-3914.

Sincerely,

David Dyess  
Chief of Police