

# Ocean Ridge Police Department

“Committed to Professionalism”

*Hal C. Hutchins  
Chief of Police*

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## APPLICATION TO REQUEST SPECIAL DUTY DETAIL

In compliance with Ocean Ridge Police Department General Orders, this application is required to request the special-duty services of police officers.

Payment for Special-Duty Details will be made directly to the Town immediately upon assignment of the detail, or on the pay cycle of the requesting party. The Police Department may cancel this permit without advance notice or cause at any time. The Ocean Ridge Police Department will attempt to place Officers during the requested dates and hours. Because of emergencies, inability to find an Officer to work this detail or other unforeseen circumstances, this permit may not be filled when requested.

The premium rate applies to details requested 48 hours or less before the actual detail date. The following holidays will be charged at double the standard rate: Thanksgiving 1200-2400; Christmas Eve 1200-2400; Christmas Day 0000-2400; New Year's Eve 1200-2400; New Year's Day 0000-2400.

**PLEASE NOTE THERE IS A THREE (3) HOUR MINIMUM FOR ALL SPECIAL DUTY EMPLOYMENT. CANCELLATIONS MADE WITHIN 3 BUSINESS DAYS OF THE SCHEDULED DETAIL WILL BE SUBJECT TO A CHARGE EQUAL TO TWO HOURS PAY FOR THE OFFICER REQUESTED.**

**RATES:** Standard \$45.00 / hour per officer  
Premium \$60.00 hour per officer  
\$15.00/ vehicle per hour

Details requiring the assignment of three (3) or more Officers require the assignment of a Sergeant or higher to supervise the detail.

6450 North Ocean Boulevard – Ocean Ridge, Florida 33435  
Fax (561)732-8676 Dispatch (Non Emergency) (561)732-8331  
Website: [www.oceanridgeflorida.com](http://www.oceanridgeflorida.com)

**Fax: 561-732-8676**

**Email: dispatch@oceanridgeflorida.com**

Resident/Business Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Applicant: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Address of event: \_\_\_\_\_

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

Contact Person at the event: \_\_\_\_\_

Type of event: \_\_\_\_\_

Will alcohol be served at the event YES \_\_\_\_\_ NO \_\_\_\_\_ Number of expected Participants: \_\_\_\_\_

Officer Duties:

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Do you require a Uniformed Officer? YES \_\_\_\_\_ NO \_\_\_\_\_

How Many Officers do you require: \_\_\_\_\_

Police Vehicle Required: YES \_\_\_\_\_ NO \_\_\_\_\_

Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_