

BROOMFIELD POLICE DEPARTMENT

Extra Duty Employment Application & Contract

Business Name: _____ Contact Person: _____
Address: _____
Phone Number: _____ Fax Number: _____ Email Address: _____
Date(s) Requested: _____ Time Period Officers Are Needed: _____
Type of Event: _____ Number of Officers Needed: _____ Number of Sergeants Needed: _____
Describe duties to be performed by the officers: _____
Location where officers are to report: _____

I understand the following:

- There is no guarantee that the Broomfield Police Department will be able to provide the services applied for in this application. Should a police emergency arise, the officers are subject to recall and a refund for hours not worked will be made if applicable.
- This agreement constitutes a financial contract.
- Fee schedule - \$44/hour/officer/assignment with a 2-hour minimum per officer
\$48/hour/sergeant/assignment with a 2-hour minimum per sergeant.
- If the assignment requires the use of a Broomfield Police Department vehicle, there will be an additional charge of 1/2 hour per officer needing a Department vehicle, except in cases where the actual time worked plus 1/2 hour is 2 hours total or less.
- If an event requires four or more officers, you will be required to have and pay for an additional sergeant's position at the event. Depending on the size of the event, multiple sergeants may be required and you will be charged for each sergeant position working the event.
- Deposit - \$88 deposit is required, made payable to the City and County of Broomfield, when application is submitted.
- Cancellation Policy - **at least one day prior to the start time** or I must pay the Broomfield Police Department two hours of pay (\$88 for each officer and \$96 for each sergeant initially requested). Cancellation may be made by calling 303-438-6400.
- Payment is due upon receipt of the invoice. Failure to pay is a breach of this agreement. Requesting Party agrees to pay the City and County of Broomfield reasonable attorney's fees and costs associated with the enforcement of this agreement, whether or not legal proceedings are instituted. An officer working extra duty is still considered a City and County of Broomfield police officer. The officer's primary responsibility is to protect life and property, to keep the peace, and to enforce local, state, and federal laws. Extra duty assignments are an extension of a sworn employee's departmental responsibilities and are conditioned upon vested police powers. Officers working extra duty are subject to Police Department policies and procedures and are required to observe the Department's standards of conduct.

Signature: _____ Date: _____

POLICE DEPARTMENT USE ONLY - DO NOT WRITE BELOW THIS LINE

Permit Required? Yes No Approved Not approved

Signature: _____ Date: _____
Extra Duty Coordinator (or designee)

Confirmation of assignment with contact person: Date: _____

Deposit received: Date: _____ Check #: _____ Cancellation received: Date/Time: _____

<u>Officer(s) assigned</u>	<u>Date</u>	<u>Hours scheduled</u>	<u># of hours worked</u>
1.			
2.			
3.			
4.			

I certify that the Officers listed above worked the number of hours shown.

Signature: _____ Date: _____