



City of Miami Police Department  
Special Events Unit

444 SW 2nd Ave. Room 111 • Miami, FL 33130 • (305) 603-6510

[MPDEXTRADUTYREQUEST@MIAMI-POLICE.ORG](mailto:MPDEXTRADUTYREQUEST@MIAMI-POLICE.ORG)



**APPLICATION FOR VOLUNTEER EXTRA-DUTY POLICE SERVICES**

**Manuel Morales  
Chief of Police**

For the purposes of this application, the term “Volunteer Officer,” shall mean a certified City of Miami law enforcement officer who is hired by an applicant to perform extra-duty police services. Compensation for these services will be provided by the applicant. Please complete and e-mail to the Special Events Unit.

**Date of Application:** \_\_\_\_\_ **E-Mail Address (Required):** \_\_\_\_\_

**Applicant/Business Name:** \_\_\_\_\_

**Authorized Agent Requesting Police Services:** \_\_\_\_\_

**Address of Applicant:** \_\_\_\_\_

**Applicant Telephone:** \_\_\_\_\_

**Job Location(s):** \_\_\_\_\_

**Job date(s):** \_\_\_\_\_

**Times:** \_\_\_\_\_

**Number of Volunteer Officers Requested:** \_\_\_\_\_

**Total Hours:** \_\_\_\_\_

**Officer(s) Method of Payment:** \_\_\_\_\_

**Onsite Contact Person Name:** \_\_\_\_\_

**Onsite Contact Person Phone:** \_\_\_\_\_

**Total Event Attendance Expected:** \_\_\_\_\_ **Will Alcohol be served? Circle: Yes No**

**Description of Event:** \_\_\_\_\_

**Regular Rate:**

Officer rate: \$50.50 per hour- 4 hours min.  
Sergeant rate: \$54.50 per hour- 4 hours min  
Lieutenant rate: \$58.50 per hour- 4 hours min.

**Holiday/Time ½ Police Rate:**

\$75.75 per hour – 4 hours min.  
\$81.75 per hour – 4 hours min.  
\$87.75 per hour – 4 hours min.

**Administrative Fee**

\$4.50 per Officer-per hour

**All requests made for the next business day will be charged at the Holiday/Time ½ Police Rate**

**MIAMI POLICE EXTRA-DUTY POLICE SERVICES CANCELLATION POLICY**

\*ALL JOB CANCELLATIONS MUST BE MADE DIRECTLY WITH THE SPECIAL EVENTS UNIT ONE (1) BUSINESS DAY BEFORE THE STARTING TIME OF SERVICE. CANCELLATIONS MUST BE PERSONALLY VERBALIZED AND RECEIVED IN WRITING VIA LETTER OR EMAIL. THE CANCELLATION NOTIFICATION TIME WILL BE RECORDED AT THE TIME WHEN THE WRITTEN NOTIFICATION IS RECEIVED. IN THE EVENT A JOB IS CANCELLED WITH LESS THAN 24 HOURS NOTICE, THE APPLICANT SHALL BE REQUIRED TO PAY A FOUR (4) HOUR MINIMUM RATE FOR EACH OFFICER HIRED, ALONG WITH ADMINISTRATIVE FEES.

\*\*ADMINISTRATIVE FEES WILL ONLY BE REFUNDED OR CREDITED FOR CANCELLATIONS RECEIVED FORTY-EIGHT (48) HOURS OR TWO (2) BUSINESS DAYS BEFORE THE STARTING TIME OF SERVICE.

UNDER NO CIRCUMSTANCES WILL THE CITY OF MIAMI BE OBLIGATED TO PROVIDE A VOLUNTEER OFFICER(S) TO FILL ANY TEMPORARY JOB, FURTHER, THE CITY OF MIAMI WILL NOT REQUIRE ANY OF ITS POLICE OFFICERS TO VOLUNTEER FOR ANY TEMPORARY JOB. IT IS THE APPLICANT'S SOLE RESPONSIBILITY TO PRODUCE SECURITY FOR THEIR EVENTS. THE CITY OF MIAMI POLICE DEPARTMENT DOES NOT PROVIDE EXTRA DUTY POLICE SERVICE. HOWEVER, POLICE OFFICERS ARE PERMITTED TO VOLUNTEER TO PROVIDE TEMPORARY EXTRA DUTY POLICE SERVICES. THE CITY OF MIAMI POLICE DEPARTMENT RESERVES THE RIGHT TO REFUSE PERMISSION FOR ITS POLICE OFFICERS TO WORK ANY PARTICULAR JOB.

VOLUNTEER POLICE OFFICERS REMAIN LAW ENFORCEMENT OFFICERS WHILE PERFORMING EXTRA-DUTY POLICE SERVICES. THE APPLICANT HAS NO AUTHORITY OVER VOLUNTEER POLICE OFFICERS.

IT IS FURTHER UNDERSTOOD BY ALL PARTIES, THAT A VOLUNTEER POLICE OFFICER PERFORMING EXTRA-DUTY POLICE SERVICES WHO TAKES POLICE ACTION FALLING WITHIN THE PURVIEW OF THE JOB, OR ON THE EVENT'S PREMISES, SHALL REMAIN IN AN EXTRA-DUTY SERVICE STATUS FOR THE DURATION OF TIME IT TAKES TO COMPLETE THE PROCESSING OF SUCH ACTION. SHOULD THE VOLUNTEER OFFICER WORK BEYOND THE TIME FRAME ORIGINALLY REQUESTED IN THIS APPLICATION, THE EXTRA HOURS SHALL BE PAID FOR BY THE APPLICANT. HOWEVER, A VOLUNTEER OFFICER TAKING POLICE ACTION OUTSIDE THE PURVIEW OF THE JOB, OR OFF THE EVENT'S PREMISES, WILL REVERT TO AN ON-DUTY STATUS.

ANY SURCHARGE REQUIRED PURSUANT TO SEC. 42-8 OF THE CODE OF THE CITY OF MIAMI, FLORIDA, MUST BE PAID IN ADVANCE OF THE JOB POSTING. THE SURCHARGE MUST BE PAID IN PERSON TO THE CITY OF MIAMI AT THE DEPARTMENT OF FINANCE LOCATED AT 444 SW 2<sup>ND</sup> AVE, MIAMI, FLORIDA. THIS APPLICATION WILL NOT BE PROCESSED UNTIL THE SURCHARGE HAS BEEN PAID IN FULL.

THE SPECIAL EVENTS UNIT COMMANDER OR HIS/HER DESIGNEE WILL DETERMINE POLICE MINIMUM STAFFING FOR EVERY APPLICATION; HOWEVER, THIS SHOULD NOT BE CONSIDERED A RECOMMENDATION OF SECURITY REQUIRED FOR THE JOB.

IF NO OFFICERS, OR INSUFFICIENT OFFICERS, VOLUNTEER FOR YOUR JOB, THE CITY OF MIAMI WILL MAKE NO ATTEMPT TO CONTACT YOU. IT IS SOLELY THE APPLICANT'S RESPONSIBILITY TO VERIFY WHETHER ANY OFFICER(S) HAS VOLUNTEERED FOR AN EVENT. IN ADDITION, IF OFFICERS WHO VOLUNTEERED FAIL TO APPEAR, YOU WILL NOT BE RESPONSIBLE TO PAY ANY COMPENSATION TO THE VOLUNTEER OFFICERS OR ANY SURCHARGES TO THE CITY.

BY SIGNING BELOW THE UNDERSIGNED ACKNOWLEDGES THAT THIS IS NOT A CONTRACT; RATHER THIS IS MERELY AN APPLICATION FOR PERMIT TO REQUEST VOLUNTEERS FOR A TEMPORARY JOB.

BY SIGNING THIS APPLICATION, THE UNDERSIGNED HEREBY RELEASES, AND AGREES TO HOLD HARMLESS, THE CITY OF MIAMI, ITS OFFICERS, AGENTS AND EMPLOYEES FROM ANY AND ALL LIABILITY RELATING TO ANY ACTS OR OMISSIONS CONCERNING THIS PERMIT AND THE REQUESTED SERVICES INCLUDING, BUT NOT LIMITED TO ANY ACTS OF NEGLIGENCE OR NEGLIGENT OMISSIONS BY THE CITY OF MIAMI, ITS OFFICERS, AGENTS AND EMPLOYEES.

**THE APPLICANT ACKNOWLEDGES THAT PROCURRING MIAMI POLICE OFFICERS IN AN EXTRA-DUTY CAPACITY WILL NOT BE USED TO FACILITATE OR FURTHER ANY CRIME. THE APPLICANT UNDERSTANDS THAT VOLUNTEER POLICE OFFICERS PERFORMING EXTRA-DUTY POLICE SERVICES ARE AUTHORIZED TO ENFORCE ALL APPLICABLE STATE STATUTES, AS WELL AS ALL LOCAL COUNTY AND CITY ORDINANCES, AGAINST ANY PERSON IN VIOLATION OF ANY LAW, INCLUDING THE APPLICANT AND/OR THE APPLICANT'S AGENTS. THE APPLICANT HAS NO AUTHORITY OVER VOLUNTEER POLICE OFFICERS TO MAKE DEMANDS, GIVE ORDERS/DIRECTIVES, OR INTERFERE WITH THE OFFICER'S DECISIONS TO ACT UNDER ANY CIRCUMSTANCES.**

BY SIGNING THIS APPLICATION, YOU ACKNOWLEDGE THAT YOU ARE FULLY AWARE OF AND AGREE TO ALL OF THE LISTED TERMS, CONDITIONS, PROVISIONS AND REPRESENT THAT YOU ARE THE OWNER OR AN AUTHORIZED REPRESENTATIVE OF THE OWNER AND HAVE THE AUTHORITY TO ENTER INTO THIS LEGALLY BINDING AGREEMENT.

\_\_\_\_\_  
Signature of Permit Holder/Representative

I agree to pay the Regular Rate

\_\_\_\_\_  
Name of Business

I agree to pay the Special Events Rate

\_\_\_\_\_  
Telephone Number

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**BELOW IS FOR OFFICIAL USE:**

\_\_\_\_\_  
Special Events Unit Staff

Yes  No

\_\_\_\_\_  
Commander Approval

Police Staffing Required: \_\_\_\_\_ Job #: \_\_\_\_\_ Permit #: \_\_\_\_\_