

CITY OF FRANKLIN, TENNESSEE, POLICE DEPARTMENT SPECIAL EVENT EXTRA-DUTY OFFICERS APPLICATION AND AGREEMENT

Name of Applicant (Organization/Individual)		Authorized Representative	Telephone (Day)	Fax Number
Contact Person During Event	Event Phone Number	Email Address		
Address of Event		Billing Address (Permanent Address)		
Service Date(s) and Hours to Be Staffed by Extra-Duty Officer	Number of Officers Requested	Officers Report To	Predicted Attendance	
Description of Services Needed/Type and Description of Event				

STAFFING REQUIREMENTS AND RATES

Please note the number of personnel/equipment needed for your event/activity. Generally, the City requires one officer per 200 attendees. At the discretion of the Chief of Police or the Chief's designee, more or fewer officers may be assigned to ensure safety. In cases where the Applicant underestimated the attendance and/or need, the Extra-duty Officer(s) may contact the On-duty Patrol Supervisor to request additional officer(s). The On-duty Patrol Supervision may at his/her discretion notify the Applicant that additional officers are needed. Whether or not the Applicant is notified, the City of Franklin reserves the right to assign additional officers and the Applicant shall be responsible for the cost of the additional officer(s).

Marked Patrol Car/Admin Fee X @\$10/hour **Officer(s) X @ \$60.00/hour or Holiday @ \$75/hour**

Supervising Officer(s) @ \$70.00/hour or Holiday @ \$85/hour (If three or more officers are required, one must be a supervisor).

Please note that for any request for Extra-duty officer(s) received within 24 hours of the event, the rate for officer is \$70.00/hour and the rate for supervisor(s) is \$80.00/hour.	Applicant is responsible for the indicated additional separate administrative fee of \$10.00/hour per officer. This administrative fee covers workers' compensation insurance for the officer(s) and use of the City vehicle.
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All officers working an Extra-duty assignment will receive a minimum number of three (3) hours pay. Applicant will be invoiced based upon permit assignment and hours worked. The full invoice amount, if not paid in advance, is due and payable within 15 days of invoice issue date. When payments are 30 days in arrears, the City reserves the right to suspend or terminate the Contract and seek all legal remedies available to the City. Payments should be mailed or delivered to: City of Franklin Police Department, Attn: Extra-duty Coordinator, 900 Columbia Avenue, Franklin, TN 37064.

CANCELLATIONS AND ACKNOWLEDGEMENT OF CONDITIONS

Cancellations by the City: Under extraordinary circumstances, if an assigned officer is unable to fulfill the detail due to illness or injury and a substitute cannot be found, the assignment may be cancelled. Additionally, in the case of a departmental need or community emergency, the Chief of Police or her designee may cancel Extra-duty details. The Applicant will not be billed for any hours not worked.

Cancellations by the Applicant: Unless the cancellation is caused by weather related conditions or natural disaster, the Applicant shall notify the City at least 48 hours before the assignment begins in order to timely implement any/all changes and to avoid charges. If the Franklin Police Department's Extra-Duty Coordinator's Office receives a cancellation notice in less than 24 hours from the Applicant, the Applicant shall be charged a minimum of 3 hours per assigned police officer. During business hours (Monday-Friday 8:00am – 4:00pm), contact the Franklin Police Department's Extra-Duty Coordinator's Office by calling 615-550-6823 or 615-794-2513 for cancellations. If there are cancellations of an impending detail during non-business hours, the Applicant should contact the FPD at 615-794-2513 and ask to speak with the On-duty Operations Supervisor.

I, _____, **AS AUTHORIZED REPRESENTATIVE OF APPLICANT/APPLICANT, HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THIS PERMIT APPLICATION, INCLUDING THE "AGREEMENT AND CONDITIONS OF EXTRA-DUTY PERMIT" INCLUDED WITH THIS PERMIT APPLICATION AND FURTHER AGREE THAT I WILL ABIDE BY AND BE SUBJECT TO THESE CONDITIONS IN ALL RESPECTS.**

SIGNATURE OF APPLICANT OR AUTHORIZED REPRESENTATIVE

DATE SIGNED

City Use Only

GRANTED. THE ABOVE APPLICATION FOR PERMIT IS HEREBY GRANTED, AND THE ABOVE APPLICATION, TOGETHER WITH THE "AGREEMENT AND CONDITIONS OF SPECIAL EVENT EXTRA-DUTY APPLICATION AND AGREEMENT" HEREBY ADOPTED, BY REFERENCE, AND ARE MADE A PART AND CONSTITUTE THE TERMS AND CONDITIONS OF THIS PERMIT.

SIGNATURE OF FPD DESIGNEE _____

DATE APPROVED _____

TOTAL AMOUNT DUE _____ Law Dept approved 05.12.22