



FRUITLAND PARK POLICE DEPARTMENT

FRUITLAND PARK, FLORIDA

HENRY RAINS, CHIEF OF POLICE

REQUEST FOR OFF-DUTY DETAIL

PAY RATE \$55 / HOUR

Must book minimum of three (3) hours

\$55.00 per hour paid directly to Officer

(Please review off-duty detail information and pay procedures for complete requirements)

1. Contractor's Name: _____

Address: _____

2. Contact Person's Name: _____

3. Authorizing Signature: _____ Printed Name: _____

4. Phone #: _____ Email Address: _____

5. Job Site Location: _____

6. Job Site Contact Name: _____

Cell Phone #: _____ Email Address: _____

7. OPERATIONAL INFORMATION:

Date	Day	Starting Time	Ending Time

8. Number of Officers Needed: _____

9. Type detail (Check One): ☐ Security ☐ Traffic ☐ Security and traffic

10. Please indicate method by which officers will be paid (check one): ☐ Cash ☐ Check ☐ Money Order

11. **Fax** to Fruitland Park Police Department: 352-360-6653 or **EMAIL** to dbrown@fruitlandpark.org

(FOR DEPARTMENT USE ONLY)

Date of Approved: _____ Date of Denial: _____

FPPD Authorizing Signature: _____ Printed Name: _____

Important Things to Note

- Requests for Officers shall be made at least five (5) days prior to the beginning date & time of the detail, excluding weekends & holidays.
- To cancel a detail, segment of a detail, or reschedule requires twenty-four (24) hour notification prior to the detail starting time. Failure to meet this requirement will incur a four (4) hour minimum charge.
- The contractor is responsible for gathering at their jobsite the information they need for their pay records (W-9, etc.).

CONTACT INFORMATION

Fruitland Park Police Dept.
516 W. Berckman St.
Fruitland Park, FL 34731
Office: 352-360-6655
Fax: 352-360-6653
Email:
dbrown@fruitlandpark.org

City of Fruitland Park
Finance Department

Office: 352-360-6727
Fax: 352-360-6686

*Thank You for Allowing the
Fruitland Park Police
Department to Serve You!*



FRUITLAND PARK POLICE DEPARTMENT

Fruitland Park, Florida

Henry Rains, Interim Chief of Police

OFF-DUTY DETAIL INFORMATION & PAY PROCEDURES

Schedule Detail

- Contact the Fruitland Park Police Department at 352-360-6655 or
- Email at dbrown@fruitlandpark.org to obtain a *Request for Off-Duty Detail* form.
- Email or mail the completed Request for Off-Duty Detail.
- The Department's liaison will contact you to inform you of approval/denial of detail request.

Payment Procedures

- The Fruitland Park Police Department's detail rate is \$55.00 per hour.
- \$55.00 per hour will be paid directly to the individual Officer by cash, check, or money order at the jobsite. Check or money order may be mailed, within 5 days of detail completion to:
Fruitland Park Police Department
Attn: Off-Duty Detail Coordinator
516 W. Berckman St.
Fruitland Park, FL 34731

Please include a copy of the *Request for Off-Duty Detail* form with your payment. If a receipt is needed, please call 352-360-6727 and ask for Finance Department.

Cancellation of Detail

To cancel a detail, a segment of a detail, or reschedule **requires twenty-four (24) hour notification prior to the detail starting time. Failure to meet this requirement will incur a two (2) hour minimum charge.**

- Contact the Fruitland Park Police Department at 352-360-6655, Monday through Friday, 8 a.m. to 5 p.m. **or**
- On weekends or holidays, please contact the Communication Center at 352-343-2101, ask for the lead dispatcher and give the name of the individual or company, job location, date and hours the detail is to be cancelled.

All changes require a follow-up or email sent to the Fruitland Park Police Department indicating what action is to take place and requires an authorizing signature. Please call to ensure your email was received.