



## **INSTRUCTIONS FOR SUBMITTING A LAW ENFORCEMENT SPECIAL DETAIL APPLICATION AND AGREEMENT**

A Law Enforcement Special Detail Application must be used to request the assignment of off-duty law enforcement officers ("Special Detail") at your event or location. An application must be submitted within fourteen (14) days of the date the Special Detail is needed. The City will work in good faith to accommodate all Special Detail requests; however, off-duty law enforcement officer availability cannot be guaranteed.

### **Payment & Registration**

For the convenience of Applicants, the City of North Port uses an online portal called Detail Kommander to facilitate the payment for Special Details. Applicants can register with the City's Detail Kommander System by going to: [https://app.detailkommander.com/users/sign\\_in](https://app.detailkommander.com/users/sign_in). Payment may also be submitted in-person to the North Port Police Department's Detail Coordinator Monday through Friday between 8:00 a.m. and 4:00 p.m. at 4980 City Hall Boulevard, North Port, Florida. In-person payments may be made by check or money order, payable to the City of North Port.

Applicants will be required to enter into a Law Enforcement Special Detail Agreement with the City before any Special Detail officers are assigned to their event or location. The City offers the following types of Law Enforcement Special Detail Agreements: One-Time Agreement, Temporary Service Agreement, and Annual Service Agreement. An Applicant may choose the type of Agreement that best serves their needs.

#### One-Time Agreements:

A One-Time Agreement should be used for an event that will be less than 24 hours in duration and will not be reoccurring for at least one year. One-Time Agreements will be invoiced prior to the event and payment is required no less than three (3) business days before the event.

#### Temporary Service Agreements:

A Temporary Service Agreement should be used when the same event will occur at a single location on multiple days within a 30-day period. The days within the 30-day period do not need to be consecutive. Temporary Service Agreements will be invoiced prior to each event and payment is required no less than three (3) business days before each event.

#### Annual Service Agreements:

An Annual Service Agreement should be used when the same event will occur at a single location on multiple days within a one year period. The days within the one year period do not need to be consecutive. Annual Service Agreements will be invoiced monthly and payment is due within 30 days of the date on the invoice.



## **Determining Appropriate Staffing Requirements**

The minimum number of Special Detail officers required is generally determined by the estimated attendance for an event. Under certain conditions, the minimum number of Special Detail officers required by attendance will not be appropriate and additional Special Detail officers will be required. The City will determine the appropriate number of Special Detail officers to provide at an event or location based upon the type of event occurring. The following types of events are the most common: Main Events and Secondary Events.

### Main Event:

A Main Event may require additional Special Detail officers. A Main Event includes the time period between the commencement and conclusion of a specified featured attraction, is the reason why a majority of the attendees are present at the location, and has a specific start and end time, such as a sporting event.

### Secondary Event:

A Secondary Event may require additional Special Detail officers. Secondary Events generally occur when there is not a singular focal point or featured attraction for an attendee's enjoyment; such as a farmer's market. A Secondary Event can be the only event at the location, it may also include the time periods before and after a Main Event.

Not all events are the same. Other factors that may impact the appropriate number of Special Detail officers include, but are not limited to:

1. The availability/sale of alcoholic beverages.
2. The physical setting of the event or location.
3. The need for a Special Detail before, during and/or after a Main Event.
4. The need for street closures or rerouting of vehicular or pedestrian traffic.
5. Expected weather conditions.
6. North Port Police Department's experience with similar events or locations.



## Minimum Staffing Requirements

The following guide provides the minimum number of Special Detail officers required based on attendance:

Minimum Officer Staffing Guide Requirements				
Number of Attendees	Main Events		Secondary Events	
	Officers	Supervisors & Managers	Officers	Supervisors & Managers
0-500	0-2	0	0-2	0
500-1000	1-4	0	1-3	0
1001-2500	4-8	1+0	3-4	0
2501-5000	7-12	2+0	4-5	1+0
5001-7500	10-16	2+0	5-6	1+0
7501-10,000	15-20	3+1	7-8	1+0
10,001-15,000	20-30	4+1	9-12	2+0
15,001-25,000	30-48	6+2+1	12-15	2+0
25,001-35,000	48-72	9+2+1	16-19	3+1
35,001-50,000	72-88	11+3+1	19-24	3+1
50,001-65,000	88-120	15+3+2	24-30	4+1
65,001-80,000	120-152	19+4+2	30-40	5+2
80,001-95,000	152-200	25+5+2	40-48	6+2+1
95,001-Over	200+	TBD	48+	TBD

Minimum Supervisor & Manager Requirements
One (1) sergeant for every 4-8 officers
One (1) commander (manager) for every 2-5 sergeants
One (1) captain (manager) for every 2 or more commanders

## Rates

The following hourly rates shall apply for each Special Detail officer, supervisor, and manager assigned to the event or location:

Officer	Supervisor	Manager
\$41.00	\$48.00	\$54.00





### APPLICATION FOR LAW ENFORCEMENT SPECIAL DETAIL

Please complete this Application and return it to the North Port Police Department's Detail Coordinator Monday through Friday between 8:00 a.m. and 4:00 p.m. at 4980 City Hall Boulevard, North Port, Florida. The City will work in good faith to accommodate all Special Detail requests; however, off-duty law enforcement officer availability cannot be guaranteed.

Please identify the type of Special Detail Agreement being requested:

☐ One-Time Agreement      ☐ Temporary Service Agreement  
(multiple events within 30 days)      ☐ Annual Service Agreement  
(multiple events within one year)

Applicants must enter all of the following information; use additional pages if necessary.

Applicant Name: \_\_\_\_\_ Contact Email/Phone Number: \_\_\_\_\_

Name of Event and Description: \_\_\_\_\_

\_\_\_\_\_

Event Location: \_\_\_\_\_

Date of Event(s): \_\_\_\_\_ Expected Number of Attendees: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Number of Officers Requested: \_\_\_\_\_

Event Location Authorized Representative Name: \_\_\_\_\_

Event Location Contact Email/Phone Number: \_\_\_\_\_

By submitting this Application for Law Enforcement Special Detail the undersigned Applicant confirms that they have received permission from an authorized representative of the event location to conduct the above-listed event at the listed location.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Event Location: Authorized Representative Signature

\_\_\_\_\_  
Date

**For Official Use Only**

If a permit is required has it been approved? ☐ Yes ☐ No

\_\_\_\_\_  
Approved by Chief of Police or designee (signature)

\_\_\_\_\_  
Date

