

**OCOEE POLICE DEPARTMENT  
EXTRA DUTY AGREEMENT**

Name of Contractor: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (Zip)

Billing Address: \_\_\_\_\_  
(Street) (City) (Zip)

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Date(s) required (*attach separate schedule if required*): From: \_\_\_\_\_ To: \_\_\_\_\_

Times required (*attach separate schedule if required*): From: \_\_\_\_\_ hrs To: \_\_\_\_\_ hrs

Description of Duty:

The charges for Ocoee Police Extra Duty officers shall be **\$53.00** per hour per officer (three hour minimum and is to be paid to the City of Ocoee by the Contractor within ten (10) days of billing.

If the detail requires the use of a City of Ocoee vehicle, there will be an additional charge of **\$0.00** per hour per vehicle and is to be paid to the City of Ocoee by the Contractor within ten (10) days of billing.

The above fees are subject to change upon fourteen (14) days notice given by the Department to the Contractor.

The City of Ocoee shall provide Worker's Compensation Coverage, and withhold Federal Income taxes and all Social Security taxes for the officer(s) working this detail from the above fees and releases the Contractor from this responsibility.

\_\_\_\_\_  
Contractor's Signature (or Authorized Representative)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor's Printed Name (or Authorized Representative)

**OCOEE POLICE DEPARTMENT  
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(Continued)

The Ocoee Police Department may cancel the agreement at any time with or without notice if deemed necessary by the Department.

The Contractor may cancel the agreement or change service hours by contacting the Extra Duty Administrator at the Ocoee Police Department more than twenty four hours in advance of the time of the next scheduled shift.

Cancellation by the Contractor less than twenty four hours prior to start of the next schedule shift may result in the Contractor being liable for three hours prior to the start of the next schedule shift may result in the Contractor being liable for three hours minimum pay per officer affected by the cancellation.

Ocoee Police Officers performing under the terms of this agreement shall be considered on duty as officers of the City of Ocoee and their principal responsibility shall be to the Department and to the general public. Any detail under this agreement shall terminate in the event of an emergency or in a situation in which an officer deems it appropriate to respond to a call for the protection of the public safety. If an officer is away from the detail for more than fifteen minutes, then the Contractor will not be billed for the time that the officer is away from the detail. The detail will not be demeaning to the officer nor will it be allowed to reflect negatively on the Police Department.

\_\_\_\_\_  
Contractor's Signature (or Authorized Representative)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor's Printed Name (or Authorized Representative)



**Mayor  
Rusty Johnson**

**Commissioners  
Larry Brinson, Sr.  
District 1**

**Rosemary Wilsen  
District 2**

**Richard Firstner  
District 3**

**George Oliver III  
District 4**

**City Manager  
Robert D. Frank**

**Chief of Police  
Saima Plasencia**

Greetings,

We appreciate the opportunity to provide you with extra duty police officers. Rates are subject to change upon fourteen days' notice given by the Department to the Contractor.

Effective rate change date: January 24, 2022

Officer per hour: \$53.00  
Officer per hour (Holiday Shift): \$64.00

Supervisor per hour: \$58.00  
Supervisor per hour (Holiday Shift): \$69.00

The City of Ocoee recognized holidays is as follows:

- 1) New Year's Day (dayshift only)
- 2) Martin Luther King, Jr. Day
- 3) Memorial Day
- 4) Independence Day
- 5) Labor Day
- 6) Thanksgiving Day
- 7) Day after Thanksgiving
- 8) Christmas Eve
- 9) Christmas Day
- 10) New Year's Eve (nightshift only)

The above listed rates include employer's contribution to Social Security and Worker's Compensation insurance, administrative fee and equipment usage fee.

Please contact me if you have any questions or concerns.

Thank you.

Jessica Serrao  
Administrative Assistant  
407.905.3160 x 3054  
JSerrao@ocoe.org

**APPENDIX C OCOEE  
POLICE AGENCY  
EXTRA-DUTY ADVANCED BILLING**

Contractor requesting police officer(s): \_\_\_\_\_

Address: \_\_\_\_\_  
*(Street)* *(City)* *(State)* *(Zip)*

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Location of Extra-Duty Detail:

Date(s) Required: From: \_\_\_\_\_ To: \_\_\_\_\_  
Times Required: From: \_\_\_\_\_ To: \_\_\_\_\_

(Note- Officer(s) must leave the detail at the scheduled time. If you anticipate the detail lasting longer than expected, additional funds will be required.)

Total Hours: \_\_\_\_\_  
X  
Number of Officers Needed: \_\_\_\_\_  
X  
Hourly Rate per Officer: \_\_\_\_\_  
=  
Total Due: \_\_\_\_\_

Please remit a certified check or money order in the amount of \_\_\_\_\_ payable to "**City of Ocoee**". Please put "**Police Extra-Duty**" in the remarks section of the check. Return a copy of this form and a completed Police Special Duty Agreement with the check. Personal checks must be received three weeks prior to the start of the detail.

Return to: Ocoee Police Agency  
646 Ocoee Commerce Parkway  
Ocoee, FL 34761  
Attention: Jessica Serrao

All conditions of the Police Extra-Duty Agreement apply. If you have any questions, please contact Jessica Serrao at JSerrao@ocoe.org / (407) 905-3160 ext. 3054  
Thank you.