

THE GRANVILLE POLICE DEPARTMENT  
 SPECIAL DUTY CONTRACT  
 BETWEEN  
 THE VILLAGE OF GRANVILLE  
 AND

\_\_\_\_\_  
 (NAME OF REQUESTOR)

The above-named individual, business or organization hereafter referred to as the “3<sup>rd</sup> party applicant”, desires to engage and agrees to employ a member or members of the Granville Police Department as a special duty officer(s) subject to and under the terms of this Contract, as detailed below.

**PURPOSE**

The purpose of this agreement is to provide safety, security and law enforcement presence at and for the places and reasons described in this Contract. All special duty officers will adhere to the rules, regulations and policies of the Granville Police Department, the laws of the Village of Granville and the statutes of the Ohio Revised Code.

**REQUESTOR CONTACT AND BILLING INFORMATION**

Contact Name:	Invoice c/o:
Business/Organization:	
Address:	Address:
State/ZIP	State/ZIP
Phone:	Phone:
E-mail:	Invoice by: e-mail fax mail service
Fax:	(Circle one)

**EVENT TYPE AND LOCATION**

Special Duty Officers will normally not be permitted to work inside a liquor establishment’s enclosure or building (a location with a regular or temporary liquor permit) to verify the age of patrons. Officers may work outside of the building, in an outdoor serving area, in the parking lot or for traffic control on the adjoining roadway. Officers may respond to such a building in response to a request for assistance or for other normal line of duty responses.

Event Description:

Event Location:

**PERIOD OF EMPLOYMENT**

Date(s) From:	Date(s) To:
Hour(s) From:	Hour(s) To:

**NUMBER OF OFFICERS ASSIGNED AND DUTIES SPECIFIED**

Final selection of officer(s) and the number of officer(s) that will provide special duty services shall be determined and made at the sole discretion of the Chief of Police or his designee and may change in the event of an emergency or as otherwise necessary for the public welfare and safety of the residents of the Village of Granville, Ohio. Officer(s) will be assigned to special duty services per Department policy and in accordance with any existing or future labor contracts. Requests involving five or more officers must also include a supervisor.

**PERSONNEL REQUESTED**

Number of Uniformed Police Officers:	
Number of Uniformed Police Supervisors:	
Number of Plain Clothes Police Officers:	

**DUTIES REQUESTED**

Traffic Control:	Security:
K-9:	Instructor:
Other (specify):	

**COMPENSATION/PAYMENT**

The 3<sup>rd</sup> party applicant will pay the officer(s) for services rendered in accordance with the below rates. Payments should be made directly to the officer. The manner of payment shall be arranged between the 3<sup>rd</sup> party applicant and the officer(s). 3<sup>rd</sup> party applicants being invoiced will make payment by check payable to said officer(s) and mailed to the Granville Police Department at: P.O. Box 514, 141 E. Broadway, Granville, Ohio 43023.

**ALL PAYMENTS MUST BE RECEIVED WITHIN FIVE (5) CALENDAR DAY OF THE SPECIAL DUTY  
DETAIL COMPLETION.**

	<u>Officer:</u>	<u>Supervisor:</u>
Non-Traffic Details	\$35 per hour (minimum charge of 4 hours)	\$40 per hour (minimum charge of 4 hours)
Traffic Control	\$40 per hour (minimum charge of 4 hours)	\$45 per hour (minimum charge of 4 hours)
Out of County	\$45 per hour (minimum charge of 4 hours)	
Cruiser Fee	\$10 per hour- Payable to the Village of Granville	
*Holiday	\$5 extra per hour per officer	

\*Holidays mean any National Holiday, including but not limited to New Year’s Day, Martin Luther King Jr. Day, President’s Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and Christmas Day.

The Granville Police Department reserves the right to adjust and/or modify the special duty pay rate in January of each year. Any such adjustment and/or modification to the existing special duty pay rate shall be included in the new special duty contract within thirty (30) days of such change.

## **SPECIAL DUTY CANCELLATION**

If the 3<sup>rd</sup> party applicant wishes to cancel a special duty detail before it starts, officer(s) must be notified at least two (2) hours before the start of the special duty detail. Otherwise the 3<sup>rd</sup> party applicant agrees to pay each officer contracted the minimum four-hour rate of pay.

The 3<sup>rd</sup> party applicant may also cancel the special duty detail after the officer(s) report(s) for the special duty detail. However, the 3<sup>rd</sup> party applicant must pay each officer the greater of either: (i) the number of hours worked; or (ii) for the four-hour minimum rate of pay.

The Village of Granville reserves the right to recall and/or reassign any officer or cruiser assigned to a special duty detail under this Contract in order to assist with any emergency situation that may arise or as otherwise necessary for the public welfare and safety of the residents of the Village of Granville, Ohio. Any decisions regarding such circumstances shall be determined and made at the sole discretion of the Chief of Police or his designee. The 3<sup>rd</sup> party applicant agrees that the four-hour minimum rate of pay applies to officers reassigned (at no fault of their own), if they have already started the special duty detail.

## **INSURANCE**

Any officer working special duty detail shall be covered by the same applicable insurance policies of the Village of Granville, Ohio at all times while working special duty detail. Such insurance coverage shall be in the same form and amount as maintained by the Village for police operations in the Village.

## **WORKERS COMPENSATION**

The Village's Special duty Officers, provided to the 3<sup>rd</sup> party applicant, shall be considered employees of the 3<sup>rd</sup> party applicant for purposes of Workers Compensation compliance.

## **LIABILITY AND INDEMNIFICATION**

The 3<sup>rd</sup> party applicant agrees to indemnify and hold the Village and its Council, officers, employees, and agents including any police officer who may be assigned under this contract harmless from and against any and all liabilities, obligations, damages, penalties, claims, demands, fines, suits, actions, proceedings, orders, decrees, judgments, costs and expenses that may arise out of this Contract or the services to be provided pursuant to this Contract.

## **AMENDMENT**

This Contract may not be altered, amended or waived without the express written approval of both parties except as it was previously indicated in this Contract. The below representatives for both parties give consent and approval for all provisions of this Contract.

## **SEVERABILITY**

If any provision in this Contract shall be invalid by judgment or court order, all other provisions shall remain in full force and effect.

## **COUNTERPARTS**

This Contract may be executed and delivered in one or more counterparts, each of which shall constitute an original and all of which shall constitute one and the same instrument.

