



GREEN COVE SPRINGS POLICE DEPARTMENT

Application for Off-Duty Service



This application is required to engage the off-duty services of police officers for public safety. It is understood that this is a non-binding agreement. A minimum of 10 days' notice should be given when requesting services. The Green Cove Springs Police Department may cancel this service without advance notice or cause at any time. The Green Cove Springs Police Department will attempt to place officers during the requested dates and hours. Because of emergencies or inability to find a police officer to work, this request may not be filled when requested. The Green Cove Springs Police Department will not permit an officer to work in the capacity of "bouncer" at a bar or other establishment where liquor is served. There is a three (3) hour minimum for all off-duty employment. A supervisor may or may not be required and will be determined on an individual basis. The police department may increase the rate per hour based upon lack of officer availability to fill the detail.

Details that are canceled with less than 24 hours' notice will be subject to a 3-hour payment. Details canceled more than 24 hours prior will not be billed.

Rate per hour:	Officer	\$50.00
	Supervisor	\$54.00
Holiday Rate/Hour:	Officer:	\$100.00
	Supervisor:	\$104.00

Scheduling fee rate \$25.00 is assessed for the following conditions:
Detail over 5 days/month/Detail requires more than 10 officers/month:

The Green Cove Springs Police Department reserves the right to negotiate a scheduling fee

Business Name: Essence of You Fax Number: _____

Applicant: _____ Phone Number: 904 806 8809

Address of Event: 403 Walnut St from Hwy 17 to Palmetto

Mailing Address: 403 Walnut St. Green Cove Springs, FL 32043

Contact Person at Event: Ann Burkes Phone Number: 904-806-8809

Type of Event: Promotional Fall Festival Event

Will alcohol be served at the event? NO Number of expected participants: ~~50~~ 100

What are the officer(s) duties: _____

Do you require a uniformed officer? yes How many? 1

Starting Date: 10/10/26 Ending Date: 10/10/26
Starting Time: 4:30pm Ending Time: 9:30pm

Other Comments: _____
Applicant Signature: Ann Burkes Date: 7-23-24

Official Use Only

Approval: ☐ Yes ☐ No By: _____ Date: _____

Notes/Comments: _____