



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, health and welfare services in addition to those already provided to the public. 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, 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. 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

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: Green Cove Springs Business League Fax Number: _____

Applicant: Pam Lewis / Brandon Bascelli Phone Number: 904-403-3001 (Pam)
904-662-3444 (Brandon)

Address of Event: City Hall Parking Lot and Magnolia Ave between
Spring Street and Walnut Street

Mailing Address: 4603 N. Orange Ave. G.C.S., FL

Contact Person at Event: Joe Pellagrino Phone Number: 904-509-5054
Pam and Brandon are available by cell, also. (see above #s)

Type of Event: Market w/ vendors

Will alcohol be served at the event? no Number of expected participants: 50-60 vendors

What are the officer(s) duties: security

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

Starting Date: Every 3rd Saturday except for months of July & August Ending Date: _____

Starting Time: 8:30 AM Ending Time: 2 P.M. (6 1/2 hours)

Other Comments: _____

Applicant Signature: Daniela Lewis Date: 1-25-2026

Official Use Only

Approval: Yes No By: _____ Date: _____

Notes/Comments: _____