



SALT RIVER POLICE DEPARTMENT
EXTRA-DUTY LETTER OF AGREEMENT (Form 3-11 B.)
(TO BE COMPLETED BY ALL CONTRACTORS)



10,005 East Osborn Road, Scottsdale, AZ. 85256
Phone (480) 850-8200 Fax (480) 850-7280

OUR MISSION: “SERVICE, RESPECT, PROFESSIONALISM and DEDICATION

The purpose of this agreement is to list the terms and conditions that will govern a request by a third party, (herein “Contractor”) for Salt River Police Department (herein “Department”) Extra Duty services.

Terms and Conditions

1. **Required Information**

Name of Contractor

Name of Event

Contractor Address

Contractor Phone #

Name of Contractor Site Supervisor

Contractor Email Address (for invoicing and other communication)

Location of event (if different from Contractor Address above):

Estimated length of event (hours): _____ Recurring job? ☐ Yes ☐ No (check one; – if YES, Contractor must still fill out separate form for each separate recurrence)

Start date: _____

Start time: _____

End date: _____

End time: _____

Estimated number of patrons: _____ Number of SRPD Police Officers requested*: _____

**Note that, the Chief of Police in his/her sole discretion based upon public safety concerns may require a certain number of Officers be present that is different from the number requested.*

Vehicle requested or required? ☐ Yes ☐ No

Alcohol Served?

☐ Yes ☐ No

Specialty (i.e. SOU, Plain Clothes)? ☐ Yes ☐ No

Type of work: Traffic Control? ☐ Yes ☐ No

Police Officer Security? ☐ Yes ☐ No

VIP Protection? ☐ Yes ☐ No

(Check that apply)

Contact person at job site (if different from Site Supervisor above):

Name

Contact Phone #

1. **Execution**. This Agreement must be executed by both parties prior to any staffing of Department extra-duty personnel to a temporary site.
2. **Emergency Activation**. Employees of the Department are subject to mobilization (called to active duty) by the SRPD at any time and are required to respond to emergencies, felonies in progress and breeches of the peace occurring adjacent to any event site. Contractor will not be required to pay for any time employee is subject to mobilization.
3. **Cancellation by Community**. The Chief of Police or designee may cancel or terminate any extra duty temporary work assignment under this Agreement whenever necessitated by virtue of a police or Community emergency, and for other situations where, under the circumstances, said cancellation or termination is deemed appropriate by the Chief of Police or designee.

SRPD Extra-Duty Event (Letter of Agreement) Form Cont.

4. **Cancellation by Contractor.** The Contractor must notify the Department Extra Duty Coordinator at least twenty-four (24) hours prior to the cancellation of any temporary work assignment under this Agreement. Said notice must be in writing (email cancellation information to Delvin.Duong@srpmic-nsn.gov or fax cancellation to the Extra Duty Coordinator at **480-278-7183** AND personally verbalize the cancellation to the Extra Duty Coordinator at **480-362-7982**. Do not leave a message, but call until verbal contact is established as cancellations must be verbally acknowledged by the Extra Duty Coordinator. **Failure to adhere to the twenty-four (24) hour cancellation requirement as outlined herein will result in a charge to the Contractor of the minimum three (3) hour fee per assigned employee.**
5. **Criminal Prosecution.** Contractor agrees to cooperate fully in the identification, apprehension, and prosecution of any person involved in any crime that occurs at any temporary work site while staffed by SRPD extra duty employees pursuant to this Agreement.
6. **Inspection.** Department employees' working conditions and demeanor are subject to on-site inspection and review by the Department.
7. **Employment Coordination.** Any employment of extra-duty Salt River Police personnel must be arranged with the SRPD Extra Duty Coordinator.
8. **Jurisdictional boundaries.** SRPD extra duty work can be authorized **only** within the jurisdictional boundaries of the Salt River Pima-Maricopa Indian Community.
9. **Minimum Fee.** The Contractor will incur a minimum fee of three (3) hours for any extra duty employment where a vehicle is not required and four (4) hours for any extra duty employment where a vehicle is required.
10. **Late Request Fee.** The Contractor must give at least forty-eight (48) hours advance notice of the need for any extra duty employment. Requests with fewer than forty-eight (48) hours' notice will be considered a late request.
11. **Fee Schedule.** The fee for extra-duty SRPD Police Officers will be according to the following schedule and conditions:

Police Department Personnel:	\$60.00 per hour.
Supervisor (required for every four officers):	\$70.00 per
hour. Lieutenant (required for every two Supervisors):	\$80.00 per
hour.	
Holidays:	Add \$5.00 to hourly rates.
Admin Fee (per EE per hour):	\$ 3.00
Late request fee (per paragraph 11):	\$15.00
Cancellation fee:	\$0 if within 48 hours of event and canceled in accordance with this agreement; otherwise, 3 hour min charge per employee who arrives at designated location because they did not receive notification
Vehicle Fee (if requested or required):	\$40.00 flat fee

12. **Invoice.** At the conclusion of the extra-duty employment, the Community will send an invoice to the Contractor by email, or, if requested, by another manner specified by the Contractor.
13. **Payment.** Payment can be made by Check or VISA or MasterCard. *If paying by credit card, you must call 480-362-7720 to arrange payment.* If paying by check, a single check should be made payable to **The Salt River Pima-Maricopa Indian Community** and mailed to: **Salt River Pima-Maricopa Indian Community, Attn: Finance/re Extra Duty, 10005 E. Osborn Road, Scottsdale, AZ 85256**

Contact: Extra Duty Coordinator, Salt River Police Department
Phone: 480-362-7982 Fax: 480-278-7183 Email: Delvin.Duong@srpmic-nsn.gov

CONTRACTOR CERTIFICATION

I have read, understand and agree to the conditions for employment outlined in this agreement.

Name of Authorized Representative of Contractor (print)

Signature of Authorized Representative of Contractor

Date

-POLICE DEPARTMENT REVIEWS / APPROVALS-

APPROVED: ☐ Yes ☐ No (check one)

SRPD Chief of Police (or designee)

Date

Routing: Original (SRPD Office of Chief of Police) **Copies:** (Contractor, Extra-duty Coordinator)

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