



**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

**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? <input type="checkbox"/> YES <input type="checkbox"/> NO (check one – if YES, Contractor must still fill out a separate form for each separate recurrence)	
Start Date: _____ Start Time: _____ End Date: _____ End Time: _____	
Estimated Number of Patrons: _____. Number of SRPD Police Officers requested*: _____.	
<i>*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.</i>	
Vehicle Requested or Required? <input type="checkbox"/> YES <input type="checkbox"/> NO Alcohol Served? <input type="checkbox"/> YES <input type="checkbox"/> NO Specialty (i.e. SOU, Plain Clothes)? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Type of Work (Check all that apply):	
Traffic Control: <input type="checkbox"/> Security Detail: <input type="checkbox"/> VIP Protection: <input type="checkbox"/>	
Contact Person at Job Site (if different from Site Supervisor above):	
Name	Contact Phone #

2. **Execution:** This Agreement must be executed by both parties to provide any staffing of Department extra-duty personnel to a temporary site.
3. **Emergency Activation:** Employees of the Department are subject to mobilization (called to active duty) by the Department at any time and are required to respond to emergencies, felonies in progress and breaches of the peace occurring adjacent to any event site. Contractor will not be required to pay for any time employee is subject to mobilization.
4. **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.

5. **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 [SRPDExtraDuty@srpmic-nsn.gov](mailto:SRPDExtraDuty@srpmic-nsn.gov)) **AND** personally verbalize the cancellation to the Extra Duty Coordinator, Lieutenant M. Albers at **480-252-5434**. Do not leave a message. 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 fee listed in section 10 of this document.**
6. **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 Department extra duty employees pursuant to this Agreement.
7. **Inspection:** Department employee's working conditions and demeanor are subject to on-site inspection and review by the Department.
8. **Employment Coordination:** Any employment of extra duty Department personnel must be arranged with the Department Extra Duty Coordinator.
9. **Jurisdictional Boundaries:** Department extra duty work can be authorized **only** within the jurisdictional boundaries of the Salt River Pima-Maricopa Indian Community.
10. **Minimum Fee:** The Contractor will incur a minimum fee of three (03) hours for any extra duty employment where a vehicle is not required and three and a half (3.5) hours for any extra duty employment where a vehicle is required.
11. **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.
12. **Fee Schedule:**

POSITION	OFF-DUTY HOURLY RATES	HOLIDAY HOURLY RATES	Admin Fee
Police Officer	<b>\$70.00</b>	\$75.00	\$3.00 per EE
Sergeant <sup>1</sup>	<b>\$80.00</b>	\$85.00	\$3.00 per EE
Lieutenant/Commander (IC) <sup>2</sup>	<b>\$90.00</b>	\$95.00	\$3.00 per EE
Dispatcher <sup>3</sup>	<b>\$60.00</b>	\$65.00	\$3.00 per EE
Police Vehicle <sup>4</sup>	<b>\$5.00</b>	\$5.00	N/A
Late Request Fee	<b>N/A</b>	N/A	\$25.00 Flat

- Three (3) Hour Minimum per request.
- If shift is canceled less than 24 hours prior to event, minimum fee from paragraph 10 applies.
- Administration Fee (per employee) \$3.00 per hour.
- An additional fee will be added if a police vehicle is requested or required. \$5.00 per hour/per vehicle for vehicle use (if required) and an additional ½ hour at employee's rate of pay for vehicle pick-up and return. A marked police vehicle is required for all night jobs; traffic control jobs, and as determined by SRPD Extra Duty Coordinator.
- Administration and Vehicle Fees are not applicable to SRPMIC Government and Enterprises.

1. Sergeant is required at four officers or as determined by Extra Duty Coordinator and venue type.
2. Lieutenant/Commander is required at two Sergeants or determined by SRPD dependent on type of event.
3. A Dispatcher is required for larger events where an IC is working as determined by the Extra Duty Coordinator.
4. Police vehicle is determined by the Extra Duty Coordinator(s) as to event type as applicable.

13. **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.
14. **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 East Osborn Road  
Scottsdale, AZ 85256
15. **Payment Deadline:** Payment must be received by SRPMIC within thirty (30) days of the invoice date. Payments received after thirty (30) days of the invoice date are considered late. The Contractor must pay a penalty fee of five (05) percent of the original invoiced amount of every thirty (30) days the payment is late.

Contact:  
Extra Duty Coordinator, Lieutenant M. Albers  
Salt River Police Department Email: [SRPDExtraDuty@srpmic-nsn.gov](mailto:SRPDExtraDuty@srpmic-nsn.gov)  
Phone: 480-252-5434

### 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

\_\_\_\_\_  
SRPD Chief of Police (or designee)

\_\_\_\_\_  
Date

**Routing:** Original - SRPD Office of the Chief of Police; Copies – Contractor & Extra Duty Coordinator

SRPD Form 3-11 B. Revised 072224