



## CITY OF SANIBEL

### ADMINISTRATIVE POLICIES AND PROCEDURES

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**TITLE:** Special Detail Assignments  
Client Billing & Payment to Personnel  
For Special Detail Assignments

**POLICY #:** 07-01  
(Supersedes Policy 99-04)

**ORIGINATING DEPARTMENT:** Administration    **EFFECTIVE DATE:** January 1, 2007

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**PURPOSE:** To establish the rate at which Police personnel will be compensated for volunteering to work special detail assignments and the rate at which clients will be charged for special detail services performed by such personnel.

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**POLICY:** It is the policy of the City of Sanibel to charge a City Council approved rate of pay for police personnel who volunteer or are assigned for special details for third-party clients.

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#### A. GENERAL

Pursuant to 29 C.F.R., Section 553.227, the hours worked by law enforcement employees on voluntary special details for third-party clients of the City are exempt from inclusion with total hours worked for overtime calculation.

#### B. PROCEDURES

1. Any third-party request for police services shall be submitted in writing to the City Manager's Office. If approved, the request will be forwarded to the Police Department for scheduling. A copy will be provided the Finance Department for billing purposes.
2. The Police Department will review Special Events Permit Applications as appropriate and assess the need for police services.
3. If police services are required, the applicant of the Special Events Permit will be informed of such and will take the responsibility for contacting the Police Department directly to make arrangements for the police services. A copy of the special events permit will be sent to the Finance Department for billing purposes by the Administration Department.
4. The Chief of Police or his/her designee is the final authority on the need for police services for special events.

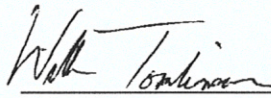


5. The Police Department will identify hours worked by assigned staff on individual time sheets and identify corresponding special events permit number.

C. POLICE SERVICES RATES

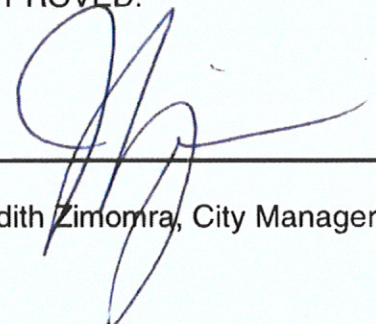
1. Certified law enforcement personnel who are eligible for and voluntarily elect to work special detail assignments for third-party clients of the City will be paid \$130 for a minimum three-hour shift per staff member and \$40 per hour thereafter. Clients will be charged a three-hour minimum.
2. Non-certified law enforcement personnel who are eligible for and voluntarily elect to work special detail assignments for third-party clients of the City will be paid double their hourly rate of pay for a minimum three-hour shift, not to exceed \$40 per hour.
3. The City reserves the right to impose a charge for all or part of any hours worked by police auxiliary or other non-paid volunteer personnel. Auxiliary Police Officers or other non-paid volunteers are not eligible for hourly compensation.
4. An additional administrative charge of \$5 per assigned employees for a three-hour shift and \$5 for each hour thereafter.

CONCUR:

  
Bill Tomlinson, Chief of Police

Date: 1/31/07

APPROVED:

  
Judith Zimomra, City Manager

Date