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# **VILLAGE OF GRANVILLE**

# **SPECIAL DUTY OFFICER POLICY**

Village of Granville  
141 East Broadway  
PO Box 514  
Granville, OH 43023  
[www.granville.oh.us](http://www.granville.oh.us)  
740.587.0707



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# **SPECIAL DUTY OFFICER POLICY**

## **INTRODUCTION**

The Village of Granville commonly refers to “Special Duty Officers” as off-duty officers for security, traffic control and escorts. Special duty officers are hired by third parties to maintain order, provide security, facilitate traffic flow and take action against violations of the law. They should not be involved in the enforcement of house rules or other administrative duties except to maintain order through police presence and to take action to discourage illegal acts or disorderly conduct.

All requests made by agencies, whether public or private, for Village commissioned personnel to act in their capacity as police officers for special duty employment, will be directed by and through the Granville Police Chief. In general, the Village of Granville Police Department does not accept requests to pre-assign specific officers to a particular event or assignment. The final selection of officers and the number of officers assigned shall be determined and made at the sole discretion of the Granville Police Chief or his designee and may change in the event of an emergency or as otherwise necessary for the public welfare and safety of the residents of the Village. Officers will be assigned to special duty services per Granville Police Department policy, in accordance with Village Special Duty Contract and in accordance with existing or future labor contracts.

## **APPLICATION PROCESS**

Applications for special event policing services must be completed and returned to the Granville Police Department, PO Box 514, 141 East Broadway, Granville, OH 43023, fourteen (14) calendar days prior to the event. Applications are available at the Granville Police Department or online at [www.granville.oh.us](http://www.granville.oh.us).

Possible events needing “Special Duty” policing may include, but are not limited to:

- Parades, walks, runs, cycling events
- Festivals, trade shows, concerts
- Road closures
- Fundraising events
- Sporting events
- VIP escorts and events
- Money escorts
- Filming
- Bank moves



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- Car shows
- Other events deemed appropriate by the Police Department

## **FEES**

Special Duty Officer policing hourly rates are as follows:

	<b><u>Non-Holiday</u></b>	<b><u>Holiday*</u></b>
<b>Officer</b>	\$25 per hour (four-hour minimum)	\$30 per hour (four-hour minimum)
<b>Supervisor</b>	\$28 per hour (four-hour minimum)	\$33 per hour (four-hour minimum)

\*Holidays mean any national holiday including, but not limited to, New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and Christmas Day

Applicants are responsible to reimburse the officer(s) for services rendered in accordance with the above rates and in accordance with the Special Duty Contract. Payments should be made directly to the officer(s). The manner of payment shall be arranged between the applicant and the officer(s) in the form of cash, a check or other such form of payment that is pre-approved by the Police Chief. Applicants, who request an invoice, must remit payment to the officer(s) by check payable to said officer(s) and mailed to the Granville Police Department, PO Box 514, 141 East Broadway, Granville, OH 43023. **ALL PAYMENTS MUST BE RECEIVED WITHIN FIVE (5) CALENDAR DAYS FOLLOWING THE COMPLETION OF THE SPECIAL DUTY DETAIL.**

## **CANCELLATION**

The applicant may cancel a special duty detail without charge if there is notification to the officer(s) at least two (2) hours prior to the start of the special duty detail. Otherwise, the applicant agrees to pay each officer contracted the minimum four-hour rate.

The applicant may also cancel the special duty detail after the officer(s) report(s) for the special duty detail. However, the applicant must pay each officer the greater of either 1) the number of hours worked or 2) the four-hour minimum.

The Village of Granville reserves the right to recall and/or reassign any officer or cruiser assigned to a special duty detail under this contract to assist with any emergency situation that may arise or as otherwise necessary for the public welfare and safety of the residents of the Village of Granville. Any decisions regarding such circumstances shall be determined and made at the sole discretion of the Police Chief or his designee. The applicant agrees that the four-hour minimum rate payment shall be paid to officers reassigned (at no fault of their own), if they have already started the special duty detail.



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## **INSURANCE**

Any officer working a special duty detail shall be covered by the applicable insurance policies of the Village of Granville, Ohio, while working the special duty detail. Such insurance coverage shall be in the same form and amount as maintained by the Village for police operations in the Village.

## **LIABILITY AND INDEMNIFICATION**

It is the policy of the Village of Granville that any applicant contracting special duty policing services agrees, as provided in the Special Duty Officer Contract, to indemnify and hold the Village, Village Council, officers, employees and agents including any police officer who may be assigned to the applicant, harmless from and against any and all liabilities, obligations, damages, penalties, claims, demands, fines, suits, actions, proceedings, orders, decrees, judgments, costs and expenses that may arise from the special duty services provided.

No special duty services shall be provided without first receiving a fully executed Special Duty Contract agreeing to such terms.

**For further information or questions regarding special events policing services, please contact the Granville Police Department at 740-587-1234.**



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## **VILLAGE OF GRANVILLE SPECIAL DUTY CONTRACT BETWEEN THE VILLAGE OF GRANVILLE AND**

\_\_\_\_\_  
(Name of Organization/Group/Individual)

The above named individual, business or organization hereafter referred to as the "Requestor", desires to engage and agrees to employ a member or members of the Granville Police Department as a special duty officer(s) subject to and under the terms of this Contract, as detailed below.

### **PURPOSE**

The purpose of this agreement is to provide safety, security and law enforcement presence at and for the places and reasons described in this Contract. All special duty officers will adhere to the rules, regulations and policies of the Granville Police Department, the laws of the Village of Granville and the statutes of the Ohio Revised Code.

### **REQUESTOR CONTACT AND BILLING INFORMATION**

Contact Name: \_\_\_\_\_ Invoice c/o: \_\_\_\_\_

Business/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Invoice by: E-mail [  ] Fax [  ] Reg. Mail [  ] Personal Service [  ]

### **EVENT TYPE AND LOCATION**

Event Type/Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Event Location/Address: \_\_\_\_\_

\_\_\_\_\_

### **PERIOD OF EMPLOYMENT**

Date(s): \_\_\_\_\_ Hours: from \_\_\_\_\_ to \_\_\_\_\_.



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**NUMBER OF OFFICERS ASSIGNED AND DUTIES SPECIFIED**

Final selection of officer(s) and the number of officer(s) providing special duty services shall be determined and made at the sole discretion of the Police Chief or his designee and may change in the event of an emergency or as otherwise necessary for the public welfare and safety of the residents of the Village of Granville, Ohio. Officer(s) will be assigned to special duty services per Department policy and in accordance with any existing or future labor contracts. Requests involving five or more officers must also include a supervisor.

**Personnel requested:**

**Duties requested:**

Uniformed police officers(s):\_\_\_\_\_

Traffic Control:\_\_\_\_\_ Security:\_\_\_\_\_

Uniformed police supervisor:\_\_\_\_\_

Other:\_\_\_\_\_

**COMPENSATION/PAYMENT**

The Requestor will reimburse the officer(s) for services rendered in accordance with the rates listed below. Payment should be made directly to the officer. The manner of payment shall be arranged between the Requestor and the officer(s). Requestors being invoiced will remit payment to the officer(s) by check, payable to said officer(s) and mailed to the Granville Police Department, PO Box 514, 141 East Broadway, Granville, Ohio 43023. ALL PAYMENTS MUST BE RECEIVED WITHIN FIVE (5) CALENDAR DAY OF THE SPECIAL DUTY DETAIL COMPLETION.

**Officer:**

**Supervisor:**

Non-Holidays \$25 per hour (four hour minimum) \$28 per hour (four hour minimum)

Holidays\* \$30 per hour (four hour minimum) \$33 per hour (four hour minimum)

\*Holidays mean any National Holiday, including but not limited to New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and Christmas Day.

The Granville Police Department reserves the right to adjust and/or modify the special duty pay rate in January of each year. Any such adjustment and/or modification to the existing special duty pay rate shall be communicated by written notice to the Requestor within thirty (30) days of such change. The Requestor upon receipt of the notice shall have the right to cancel this Contract if an increase should occur.

**SPECIAL DUTY CANCELLATION**



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If the Requestor wishes to cancel a special duty detail before it starts, officer(s) must be notified at least two (2) hours before the start of the special duty detail. Otherwise Requestor agrees to pay each officer contracted the minimum four-hour rate.

The Requestor may also cancel the special duty detail after the officer(s) report(s) for the special duty detail. However, the Requestor must pay each officer the greater of either: 1) the number of hours worked or 2) for the four-hour minimum.

The Village of Granville reserves the right to recall and/or reassign any officer or cruiser assigned to a special duty detail under this Contract in order to assist with any emergency situation that may arise or as otherwise necessary for the public welfare and safety of the residents of the Village of Granville, Ohio. Any decisions regarding such circumstances shall be determined and made at the sole discretion of the Police Chief or his designee. The Requestor agrees that the four-hour minimum rate applies to officers reassigned (at no fault of their own), if they have already started the special duty detail.

#### **INSURANCE**

Any officer working a special duty detail shall be covered by the applicable insurance policies of the Village of Granville, Ohio, while working the special duty detail. Such insurance coverage shall be in the same form and amount as maintained by the Village for police operations in the Village.

#### **LIABILITY AND INDEMNIFICATION**

The Requestor agrees to indemnify and hold the Village, its Council, officers, employees, and agents, including any police officer who may be assigned to the Requestor, harmless from and against any and all liabilities, obligations, damages, penalties, claims, demands, fines, suits, actions, proceedings, orders, decrees, judgments, costs and expenses that may arise out of this Contract or the services provided pursuant to this Contract.

#### **AMENDMENT**

This Contract may not be altered, amended or waived without the express written approval of both parties except as previously indicated in this Contract. The below representatives for both parties give consent and approval for all provisions of this Contract.

#### **SEVERABILITY**

If any provision in this Contract shall be invalid by judgment or court order, all other provisions shall remain in full force and effect.

#### **COUNTERPARTS**

This Contract may be executed and delivered in one or more counterparts, each of which shall constitute an original and all of which shall constitute one and the same instrument.



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**VILLAGE OF GRANVILLE  
SPECIAL DUTY CONTRACT**

**Signatures**

IN WITNESS WHEREOF, the parties have executed or caused the execution of this Contract as of the day and year set forth below.

GRANVILLE POLICE DEPARTMENT

REQUESTOR

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
SD Assignment Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date