



One of Ohio's Best Hometowns

VILLAGE OF GRANVILLE

SPECIAL DUTY OFFICER POLICY

Village of Granville
141 East Broadway
PO Box 514
Granville, OH 43023
www.granville.oh.us
740.587.0707



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SPECIAL DUTY OFFICER POLICY

INTRODUCTION

The Village of Granville commonly refers to a “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.

Special Duty Officers will not be allowed to work inside a liquor establishment’s (a location with a regular or temporary liquor permit) building. Officers may work outside of the building, in an outdoor serving area, in the parking lot or for traffic control on the adjoining roadway. Officers may respond to such a building in response to a request for assistance or for other normal line of duty responses.

All requests made by agencies, whether public or private, for the Village’s 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 provided 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 events policing services must be completed and returned to the Granville Police Department, PO Box 514,141 East Broadway, Granville, OH 43023 within 14 calendar days before the event. Applications are available at the Police Department or online at www.granville.oh.us

Special Events requesting “Special Duty” policing may include, but are not limited to:

- Parades, walks, runs, cycling events
- Festivals, trade shows, concerts
- Road closures



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- Fundraising events
- Sporting events
- VIP escorts and events
- Money escorts
- Filming
- Bank moves
- Car shows
- Any other special event deemed appropriate by the Police Department

FEES

Special Event policing hourly rates are as follows:

	<u>Non-Holiday</u>	<u>Holiday*</u>
Officer	\$25 per hour (four-hour minimum)	\$30 per hour (four-hour minimum)
Supervisor	\$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 or a check or 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 OF THE SPECIAL DUTY DETAIL COMPLETION.

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.



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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 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.

INSURANCE

Any officer working special duty detail shall be covered under the same applicable insurance policies of the Village of Granville, Ohio, at all time 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 wishing to receive special duty services agree as provided in the Special Duty Contract to indemnify and hold the Village and its 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 out of the special duty services to be 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 on requesting 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**

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: _____

E-mail: _____

Mail []

Fax: _____

Invoice by: E-mail [] Fax [] Reg.

Personal Service []

EVENT TYPE AND LOCATION

Special Duty Officers will not be allowed to work inside a liquor establishment's (a location with a regular or temporary liquor permit) building. Officers may work outside of the building, in an outdoor serving area, in the parking lot or for traffic control on the adjoining roadway. Officers may respond to such a building in response to a request for assistance or for other normal line of duty responses.



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Event Type/Description: _____

Event Location/Address: _____

PERIOD OF EMPLOYMENT

Date(s): _____ Hours: From _____ to _____.

NUMBER OF OFFICERS ASSIGNED AND DUTIES SPECIFIED

Final selection of officer(s) and the number of officer(s) that will provide special duty services shall be determined and made at the sole discretion of the Chief of Police 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 below rates. Payments 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 at: P.O. Box 514, 141 E. Broadway, Granville, Ohio 43023. ALL PAYMENTS MUST BE RECEIVED WITHIN FIVE (5) CALENDAR DAY OF THE SPECIAL DUTY DETAIL COMPLETION.



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	<u>Officer:</u>	<u>Supervisor:</u>
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

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: (i) the number of hours worked; or (ii) 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 Chief of Police 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 special duty detail shall be covered under the same applicable insurance policies of the Village of Granville, Ohio at all time that said officer(s) are working 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



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The Requestor agrees to indemnify and hold the Village and 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 to be 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 it was 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**

Signature Page

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