

**PEACHTREE CITY POLICE DEPARTMENT**  
**VENDOR APPLICATION AND AGREEMENT FOR EXTRA-DUTY POLICE OFFICER EMPLOYMENT**

Requirement and Requests for Extra Duty Police Officers & Auxiliary Police Officers

Special events are important to local governments for many reasons, including the public enjoyment, a sense of community, and revenue for local businesses. Effective security and traffic control is a critical feature of these events. The Police Department is responsible for receiving, evaluating, recommending, and providing security and traffic services for all organized events within the City. Completion of this application is required to employ the extra-duty services of Police Officer(s). The requested number of Police Officers shall provide police duties in addition to those generally provided to the public. It is understood that the Peachtree City Police Department will make every effort to coordinate the hiring of extra duty officer(s) pursuant to your application; however, the Peachtree City Police Department is not obligated to provide extra duty police service pursuant to your application. A permit application will not be approved for any person, firm, or organization whose officers, members, business, or operations are questionable or for any event that will discredit the employee or Department. It is understood that, notwithstanding the fact that the permit holder will reimburse the officer for the services rendered, the police personnel hired pursuant to your application remain employees of the Peachtree City Police Department. The applicant is restricted to the general assignment of duties for which the extra-duty officer(s) were hired, but has no authority over the police personnel.

Police Officers are also available to provide traffic control on public streets for events that draw additional vehicular, bicycle, parking, and pedestrian traffic. Police officers are limited to performing only law enforcement related functions at your event. Some specific duties that police officers are prohibited from performing include:

1. Ticket taking or seat ushering;
2. Carding or identifying individuals to determine their status and right to attend the event;
3. Collection of any money;
4. Enforcement of management rules. Officers will only assist in the event that event coordinator requests the removal of a person.

Police Officers are billed on a 4-hour minimum rate:

1. Church Security & Traffic Control: \$30 per hour
2. General Security: \$35 per hour
3. Special Events Security & Traffic Control: \$40 per hour; \$50 on holidays (see below) and Sat/Sun preceding Labor Day & Memorial Day
4. Traffic Control that lasts under an hour = \$50.00 per hour for a minimum of two (2) hours.
5. Holiday Security or Holiday Traffic Control = \$50 per hour (Holidays include Easter, Father's/Mother's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving/Black Friday, Christmas Day/Eve, New Year's Eve/Day)
6. Movie Production = \$45 per hour

Auxiliary Police Officers:

In addition to being able to provide police officers for special events, the department is equipped with an Auxiliary Police Force. The Peachtree City Auxiliary Police Force is a volunteer organization of well-trained civilians who work hand and hand with police officers providing services similar to what a security guard is capable of doing for your event with the added benefit of having direct radio access to the Police Department. The Police Auxiliary is trained in Police Department policies, and will notify the Peachtree City Police in the event that police services are required. Police Auxiliary can perform limited traffic control for the closing of streets and parking lot areas.

Auxiliary Police Officers customarily receive a donation for events. A donation is not required, but is appreciated as it allows the Auxiliary Police to support the department on all areas of mutual concern. The Peachtree City Police Department Auxiliary Force is a not for profit organization, which provides support to numerous organizations within the department that support the community. Any donation made to the Auxiliary Police is tax deductible. Donation recommendations are as follows:

1 - 3 Auxiliary members: 4 hours - \$200, 6 hours - \$275, 8 hours - \$350  
4 or more Auxiliary members: 4 hours - \$250, 6 hours - \$325, 8 hours - \$400

Thorough research and planning substantially reduces unsafe conditions and unnecessary expenditures at special events. This occurs when the event requires services beyond the capabilities of the normal police patrol shift. The police department will base the number of Police Officers and Auxiliary Police Officers by employing a special events risk factors and staff matrix. For this reason, it is critical for event organizers to disclose all known risk factors to the Peachtree City Police during the planning stage of the event. Negligent or intentional omissions, or disclosures of information that negatively impacts safety, will result in recalculation of increased security and traffic control cost(s) necessary to protect life and property.

Although you can request a Police Officer, in order to ensure the safety of Peachtree City Police and your event attendees, the Police Department reserves the right to make the ultimate determination on the number of personnel assigned to your event. For example, a minimum of two officers is generally required for any event needing police services where alcohol is being served. If your event requires four police officers, a supervisor will be assigned to the event.

We are here to make your event as successful and safe as possible. If you have any questions regarding Special Events and Extra Duty employment please contact Lt. Mark Brown at 770-487-8866 or [pdextraduty@peachtree-city.org](mailto:pdextraduty@peachtree-city.org).

Sincerely,



Janet L. Moon  
Chief of Police

Sign up for community and emergency notifications at <http://www.peachtree-city.org/alerts>.

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VENDOR'S/COMPANY/ORGANIZATION'S NAME: \_\_\_\_\_

ADDRESS OF ORGANIZATION: \_\_\_\_\_

ADDRESS OF EVENT: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

VENDOR PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_

ON SITE CONTACT PERSON CELL: \_\_\_\_\_ AUTHORITY/POSITION OF CONTACT PERSON: \_\_\_\_\_

**SERVICES REQUESTED**

Starting Date/Time: \_\_\_\_\_ / \_\_\_\_\_ Ending Date/Time: \_\_\_\_\_ / \_\_\_\_\_ Recurrent Request Until Cancelled? (Yes/No): \_\_\_\_\_

City Special Events Permit Required by City Ordinance? ( Y / N ): \_\_\_\_\_

*PD Use Only*  
Number of Officer(s) Required (\*): \_\_\_\_\_

**Check the box or boxes for the service(s) requested:**

<input type="checkbox"/>	Traffic Control (Church)	<input type="checkbox"/>	Traffic Control (Road Construction)	<input type="checkbox"/>	Traffic Control (Special Event)	<input type="checkbox"/>	Traffic Control (Parking)
<input type="checkbox"/>	Other Traffic Control (describe in detail):						
<input type="checkbox"/>	Security (Neighborhood Patrol)	<input type="checkbox"/>	Security (Home)	<input type="checkbox"/>	Security (Business)	<input type="checkbox"/>	Security (Sporting Event)
<input type="checkbox"/>	Other Security Service (describe in detail):						
<input type="checkbox"/>	City Sponsored Event	<input type="checkbox"/>	Movie Production (Security)	<input type="checkbox"/>	Movie Production (Traffic)	<input type="checkbox"/>	Air Show
<input type="checkbox"/>	Security (VIP Protection)	<input type="checkbox"/>	Security (Plain Clothes/Undercover)	<input type="checkbox"/>	Security (Church)	<input type="checkbox"/>	Security (Retail)
<input type="checkbox"/>	Other Service (describe in detail):						

Estimated Attendance: \_\_\_\_\_

Alcoholic Served (Y/N): \_\_\_\_\_

This Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between the City of Peachtree City, a Georgia Municipal Corporation and \_\_\_\_\_ (hereto referred as **VENDOR**) for the purpose of the Peachtree City Police Department providing an officer(s) for extra-duty employment to the entity set forth below.

I, **VENDOR** understand that the rate of pay to the officer shall be \_\_\_\_\_ per hour per officer for this extra-duty employment, with a minimum of four (4) hours per officer per extra-duty assignment. If the vendor fails to notify the department of a cancellation within twelve (12) hours of the event, a full payment will be required. Payment of these services is required by CHECK or MONEY ORDER made payable to the officer assigned to the employment within five (5) business days of the event, unless previously approved by the Chief of Police.

I, **VENDOR** understand that at all times the officer(s) has a primary obligation to the City of Peachtree City, and that in the event a situation should arise within the city limits consisting of an emergency or critical nature, determined at the sole discretion of the Peachtree City Police Department, the extra-duty employment officer(s) may be forced to terminate his/her extra-duty assignment.

I, **VENDOR** understand that the staffing of extra-duty assignments will be based upon officer availability and at the sole discretion of the Peachtree City Police Department. The Peachtree City Police Department has the right to reject any request.

I, **VENDOR** understand that the extra-duty employment officer is bound by departmental policies, rules, regulations, and standards of conduct while performing his/her duties. I agree not to provide the officer with any gratuity or ask that the officer perform a function inconsistent with internal or external rules and regulations or an act that would compromise his or her ethics and integrity. A copy of the extra-duty policy is available to me on the department's website.

I, **VENDOR**, shall indemnify, hold harmless, and defend the City of Peachtree City and its elected officials, officers, employees, agents and affiliates of, from and against all liability, claims, and expenses, including reasonable attorney's fees, in connection with any and all claims for injunctive or equitable relief and/or damages whatsoever for personal or bodily injury or death, including loss of use, or property damage or destruction of tangible or personal property including loss thereof or expenses of every kind and character, in connection with and arising directly or indirectly out of this contract or the performance thereof. This indemnification provision shall survive the termination of this contract and shall be in full force and effect beyond the term or termination of this contract, however, terminated. This indemnification provision including claims made by the entitlement, if any, to immunity under the statutes and case law of the State of Georgia shall be used to establish the liability of the parties to this Agreement or for injuries caused to third parties. The indemnification shall commence at the date and time the hired Police Officer(s) begins their extra-duty service and shall extend for the dates and times of such services as stated herein.

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If any provision of this agreement is invalid for any reason, such invalidity shall not render invalid other provisions of this agreement that can be given effect without the invalid provision. This agreement shall be effective when duly executed by the authorized representatives of the jurisdictions covered by this agreement. This agreement may not be modified or amended by any agreement.

This agreement shall be terminated by either party by providing written notice of its intent to terminate said relationship.

This permit may be cancelled by the Chief of Police at any time with or without cause. Permanent and on-going request may be renewed annually.

This form can be returned with signatures by email to [pdextraduty@peachtree-city.org](mailto:pdextraduty@peachtree-city.org), mailed, delivered, or by fax to 770-631-2512.

**MY SIGNATURE CONFIRMS THAT I HAVE READ AND UNDERSTAND THE PROVISIONS OF THIS APPLICATION AND WILL ACT IN FULL COMPLIANCE.**

\_\_\_\_\_  
(Vendor's Name)

\_\_\_\_\_  
(Contact Person/Agent)

\_\_\_\_\_  
(Authority, Position, Title)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Extra Duty Employment Coordinator)    Approved (  )    Denied (  )    Date: \_\_\_\_\_

If denied, explain: \_\_\_\_\_

\_\_\_\_\_  
(Chief of Police)    Approved (  )    Denied (  )    Date: \_\_\_\_\_

If denied, explain: \_\_\_\_\_