



**City of  
Rehoboth Beach  
Police  
Department**

**Extra Duty Employer Agreement  
Form 1021B**

1. Any person, business, organization, and/or entity requesting to pay for certified police officers to provide police services to enhance the safety of an event, to conduct traffic or pedestrian control, and/or to provide a service consistent with law enforcement duties shall be referred to as an extra duty employer.
2. An extra duty employer may request extra duty officers for work within the city limits of Rehoboth Beach. Requests must be received between the hours of 8:00 am and 4:00 pm Monday through Friday, except holidays, and can be mailed, emailed, faxed or brought in person to the Rehoboth Beach Police Department. When feasible, requests must be received seven (7) days prior to the event. Any requests made less than seven (7) days in advance are only processed with the understanding that the assignment may not be filled.
3. The final determination of whether a request is approved is made by the police department. While efforts will be made to comply with the assignment duties requested by the extra duty employer, the Rehoboth Beach Police Department maintains exclusive rights in determining the number of officers required in order to maintain a safe environment for all and dictate placement and duties.
4. All police officers working in an extra duty capacity are at all times required to adhere to the policies and procedures of the Rehoboth Beach Police Department. Officers will comply with and enforce as necessary all State and local laws and ordinances.
5. An extra duty employer has no authority over police personnel at any time and is restricted to providing only a general assignment of duties to be performed by the officer. Those duties shall **NEVER** supersede the policies and procedures of the Rehoboth Beach Police Department. Extra duty officers remain under the exclusive control of the department and are accountable for strict adherence to departmental rules and regulations. Any conflicting rules of extra duty employers will be disregarded. The officer shall refuse to perform any duties deemed to be in conflict with the policies and procedures of the department or those which may constitute a threat to the status or dignity of law enforcement as a professional occupation. The Rehoboth Beach Police Department is **NOT** obligated to provide extra duty services.
6. In the case of a departmental need or community emergency, the police department may cancel any extra duty assignment. The extra duty officers would then be immediately available for service to the department. If this occurs, extra duty employers will no longer be responsible for paying for the officer once they are recalled.
7. In the case of a departmental need, such as a manpower shortage, the police department may sub-contract the services of officers from outside police agencies so long as the cost of the officers does not exceed the rates defined in this agreement. Assisting agencies will directly bill the extra duty employer who agrees to pay same.
8. This authorization is for the acquisition of law enforcement services only and **DOES NOT** exempt customers from obtaining necessary city, county, and/or state permits for this event.
9. Authorization will not be issued to any person, firm, or organization whose offices, members, business, or operations are not in compliance with Chapter 230 of the municipal code which governs special events.
10. Rehoboth Beach Police Department officers are **NOT** permitted to receive cash or direct payment from customers for any reason whatsoever.
11. The undersigned customer agrees, individually and on behalf of the named applicant, to promptly pay for the extra duty services rendered upon receipt of an invoice. Furthermore, the undersigned agrees, individually and on behalf of the named applicant to pay all costs, expenses and attorney's fees incurred in the collection of any sums due hereunder.
12. The rate of pay for each extra duty officer is \$105.00 per hour. A portion of this hourly rate is retained by the city to cover expenses associated with use of department equipment and administrative costs. An officer working an extra duty assignment will be paid for a minimum of three (3) hours.
13. Cancellations by the extra duty employer should be made at least two (2) hours before the time the assignment is scheduled to begin. If the cancellation is made less than two (2) hours before the time the assignment is scheduled to begin (with the exception of a natural disaster), the customer will be charged and the assigned officer(s) will be paid for a minimum of three (3) hours.
14. In the event that a scheduled extra duty officer does not show up for an approved event, the extra duty employer shall immediately notify the on-duty Shift Commander at (302)-227-2577.

I have read and understand the "Extra Duty Employer Agreement" and agree to the above terms of employment.

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Customer-Individually and as Authorized Representative

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Date

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Federal ID#



**City of  
Rehoboth Beach  
Police  
Department**

**Extra Duty Employer Contact & Billing  
Form 1021C**

**EVENT DETAILS**

Name of Event:		Date of Event:	Event Start Time:	Event End Time:
Location of the Event:			Number of People Attending the Event:	
Description of the Event (Purpose/Design):				
# of Extra Duty Officers Requested:		Officer Start Time:	Officer End Time:	
Name of Person Making Request:		Signature of Person Making Request:		

**EXTRA DUTY EMPLOYER CONTACT INFORMATION**

Name of Extra Duty Employer:		Point of Contact at Event:	
Address:		Address:	
Date of Birth:	Cell Phone #:	Date of Birth:	Cell Phone #:
Email Address:		Email Address:	

**BILLING INFORMATION**

Name of Point of Contact:	Business Phone #:	Cell Phone #:
Billing Address:	Email Address:	

Extra duty is \$ 105.00 per hour / per officer.

In the event of a cancelation, the responsible party will be charged a three (3) hour minimum (per officer) if the assignment is not canceled two (2) hours before the assigned start time. If the officer(s) are released from the assignment less than three (3) hours from the start time, the officer(s) will receive three (3) hours pay.

To cancel an assignment, call the Rehoboth Beach Police Department at (302) 227-2577.

**Departmental use only. Do not write below this line.**

Officer Assigned:	Date Assigned:	Assigned Start Time:	Assigned End Time:	Actual Start Time:	Actual End Time:
Signature of Officer Assigned:		Signature of Administrative Approval:			

Return this form to; Lt. Jaime B. Riddle via email at [jaime.riddle@cj.state.de.us](mailto:jaime.riddle@cj.state.de.us) or fax to (302) 504-6207.