



**WINTER HAVEN**  
*The Chain of Lakes City*  
**POLICE DEPARTMENT**  
Gary W. Hester, Chief of Police

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## NOTICE TO PARTIES REQUESTING EXTRA-DUTY DETAIL

As a service to the community, the Winter Haven Police Department offers extra-duty police services for special events, businesses, and private affairs requiring police security, traffic direction/control, and/or an increased law enforcement presence. Officers are scheduled for extra-duty assignments each Tuesday for the following Monday-Sunday. This allows officers fair notice to plan for child care, etc., and to make personal plans if they are not scheduled to work.

The procedure for securing extra-duty police services includes the completion of a service contract and making full payment in advance. The extra-duty coordinator will meet with interested parties by appointment only, and the following guidelines apply:

1. The Chief of Police or his/her designee must approve all extra-duty details.
2. The Winter Haven Police Department reserves the right to cancel any detail special event upon notice to the sponsor.
3. To cancel a detail, you **MUST** notify the Extra Duty Coordinator 24 hours in advance, or by 3:00 p.m. on Friday for a weekend detail. If advance notice of cancellation is not provided, you agree to pay the minimum "call-out" fee of three hours totaling \$96.00 per officer.

Historically, WHPD staff has made great concessions to accommodate individuals who have failed to plan accordingly to secure extra-duty officers in a timely manner for various events. Because of the undue burden this puts on limited staff, the following fees will be assessed to encourage timely event planning and payment.

1. Payment of \$32.00 per hour for each assigned officer (with a 3 hour minimum) must be paid **in advance of the detail being scheduled** and at least 14 days prior to the detail. Only pre-approved regular accounts will be invoiced for post event payment. A contract for extra-duty police services, between the customer and WHPD, must also be completed **prior to scheduling**.
2. Any extra-duty details scheduled and/or payments made between 7 and 13 days prior to the detail will include a \$25.00 service charge.
3. Any extra-duty details scheduled and/or payments made between 2 and 6 days prior to the detail will include a \$50.00 service charge.
4. Any extra-duty details scheduled and/or payments made on the day before or day of the detail will include a \$75.00 service charge.
5. More than 10 days prior to the event we will accept cash, personal/business check, or money order as payment. Within 10 days of the event only cash or money order will be accepted. All checks should be made payable to The City of Winter Haven (not the Winter Haven Police Department).

Please feel free to contact me with any questions or concerns.

*Sergeant David Keigan*

By: Sergeant David Keigan, Extra-Duty Coordinator  
(863) 291-5734

For: Gary Hester, Chief of Police