

CITY OF MIAMI POLICE DEPARTMENT  
Special Events Unit  
1701 N.W. 30<sup>th</sup> Avenue, Suite #105-A  
Miami, FL 33125  
(305) 603-6510

**APPLICATION FOR VOLUNTEER OFF-DUTY POLICE SERVICES  
PERMIT FOR TEMPORARY JOB AND RELEASE**

For purposes of this application, the term "Volunteer Officer" shall mean a City of Miami law enforcement officer who is hired by an applicant to perform off-duty police services for compensation provided by the applicant.

Date of Application: \_\_\_\_\_ E-Mail Address (mandatory): \_\_\_\_\_

Name of Applicant-Business \_\_\_\_\_

Name of Authorized Agent Requesting Permit: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

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

Job Location: \_\_\_\_\_

Period of Temporary Job:

Begin Date: \_\_\_\_\_ Please specify: M T W TH F SA SU

End Date: \_\_\_\_\_ Please specify: M T W TH F SA SU

Begin Time: \_\_\_\_\_ AM/PM End Time: \_\_\_\_\_ AM/PM Total Hours: \_\_\_\_\_

Onsite Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Total attendance expected? \_\_\_\_\_ Will alcohol be served? Circle: Yes No

Number of Volunteer Officer(s) Requested: \_\_\_\_\_

Description of event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

UNDER NO CIRCUMSTANCES WILL THE CITY OF MIAMI BE OBLIGATED TO PROVIDE A VOLUNTEER OFFICER(S) TO FILL ANY TEMPORARY JOB. FURTHER, THE CITY OF MIAMI WILL NOT REQUIRE ANY OF ITS POLICE OFFICERS TO VOLUNTEER FOR ANY TEMPORARY JOB. IT IS THE APPLICANT'S SOLE RESPONSIBILITY TO PROVIDE SECURITY FOR THEIR EVENTS. THE CITY OF MIAMI POLICE DEPARTMENT DOES NOT PROVIDE OFF-DUTY POLICE SERVICE. HOWEVER, POLICE OFFICERS ARE PERMITTED TO VOLUNTEER TO PROVIDE TEMPORARY OFF-DUTY POLICE SERVICES. THE CITY OF MIAMI POLICE DEPARTMENT RESERVES THE RIGHT TO REFUSE PERMISSION FOR ITS POLICE OFFICERS TO WORK ANY PARTICULAR JOB.

VOLUNTEER POLICE OFFICERS REMAIN LAW ENFORCEMENT OFFICERS WHILE PERFORMING OFF-DUTY POLICE SERVICES. THE APPLICANT HAS NO AUTHORITY OVER VOLUNTEER POLICE OFFICERS.

IT IS FURTHER UNDERSTOOD BY ALL PARTIES THAT A VOLUNTEER POLICE OFFICER PERFORMING OFF-DUTY POLICE SERVICES WHO TAKES POLICE ACTION FALLING WITHIN THE PURVIEW OF THE JOB, OR ON THE EVENT'S PREMISES, SHALL REMAIN IN AN OFF-DUTY SERVICE STATUS FOR THE DURATION OF TIME IT TAKES TO COMPLETE THE PROCESSING OF SUCH ACTION. SHOULD THE VOLUNTEER OFFICER WORK BEYOND THE TIME FRAME ORIGINALLY REQUESTED IN THIS APPLICATION, THE EXTRA HOURS SHALL BE PAID FOR BY THE APPLICANT. HOWEVER, A VOLUNTEER OFFICER TAKING POLICE ACTION OUTSIDE THE PURVIEW OF THE JOB, OR OFF THE EVENT'S PREMISES, WILL REVERT TO AN ON-DUTY STATUS.

ANY SURCHARGE REQUIRED PURSUANT TO SEC. 42-8 OF THE CODE OF THE CITY OF MIAMI, FLORIDA, MUST BE PAID IN ADVANCE OF THE JOB POSTING. THE SURCHARGE MUST BE PAID IN PERSON TO THE CITY OF MIAMI AT THE DEPARTMENT OF FINANCE LOCATED AT 444 S.W. 2<sup>ND</sup> AVENUE, MIAMI FLORIDA. THIS APPLICATION WILL NOT BE PROCESSED UNTIL THE SURCHARGE HAS BEEN PAID IN FULL.

THE SPECIAL EVENTS UNIT COMMANDER OF HIS/HER DESIGNEE WILL DETERMINE POLICE MINIMUM STAFFING FOR EVERY APPLICATION. HOWEVER THIS SHOULD NOT BE CONSIDERED A RECOMMENDATION OF THE SECURITY REQUIRED FOR THE JOB.

IF NO OFFICERS, OR INSUFFICIENT OFFICERS, VOLUNTEER FOR YOUR JOB, THE CITY OF MIAMI WILL MAKE NO ATTEMPT TO CONTACT YOU. IT IS SOLELY THE APPLICANT'S RESPONSIBILITY TO VERIFY WHETHER ANY OFFICER(S) HAS VOLUNTEERED FOR AN EVENT. IN ADDITION, IF OFFICERS WHO VOLUNTEERED FAIL TO APPEAR, YOU WILL NOT BE RESPONSIBLE TO PAY ANY COMPENSATION TO THE VOLUNTEER OFFICERS OR ANY SURCHARGES TO THE CITY.

BY SIGNING BELOW THE UNDERSIGNED ACKNOWLEDGES THAT THIS IS NOT A CONTRACT; RATHER THIS IS MERELY AN APPLICATION FOR A PERMIT TO REQUEST VOLUNTEERS FOR A TEMPORARY JOB.

BY SIGNING THIS APPLICATION, THE UNDERSIGNED HEREBY RELEASES, AND AGREES TO HOLD HARMLESS, THE CITY OF MIAMI, ITS OFFICERS, AGENTS AND EMPLOYEES FROM ANY AND ALL LIABILITY RELATING TO ANY ACTS OR OMISSIONS CONCERNING THIS PERMIT AND THE REQUESTED SERVICES INCLUDING BUT NOT LIMITED TO ANY ACTS OF NEGLIGENCE OR NEGLIGENT OMISSIONS BY THE CITY OF MIAMI, ITS OFFICERS, AGENTS AND EMPLOYEES.

\_\_\_\_\_  
Signature of Permit Holder / Agent

\_\_\_\_\_  
Name of Business

\_\_\_\_\_  
Witness (Special Events Unit Staff)

\_\_\_\_\_  
Telephone Number

---

**FOR OFFICIAL USE**

Supervisors Comments: \_\_\_\_\_

Approved:  Disapproved:

Police Staffing Required: \_\_\_\_\_

Approving Supervisors Signature / IBM: \_\_\_\_\_ Date: \_\_\_\_\_