

**CORAL GABLES POLICE DEPARTMENT**  
**2151 Salzedo Street**  
**Coral Gables, FL., 33134**

**For Official Use Only**

Permanent

Temporary

**OFF-REGULAR-DUTY POLICE SERVICES PERMIT APPLICATION**

**Terms & Conditions:**

The Coral Gables Police Department will make every effort to coordinate the hiring of Off-Regular-Duty officer(s) pursuant to your application; however the Coral Gables Police Department is **NOT** obligated to provide Off-Regular-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 City of Coral Gables for the services rendered, the police personnel hired pursuant to your application remain employees of the Coral Gables Police Department. The applicant is restricted to the general assignment of duties for which the off-regular-duty officer(s) were hired, but has no authority over the police personnel.

Additional terms and conditions of your approved application are as follows: a 4-hour minimum applies to all approved hiring of off-regular-duty officers unless approved by the Chief of Police; established rates of pay, fees, surcharges & applicable cancellation charges are attached. Approved applications requesting any special equipment may result in additional charges as set forth in the attached fee schedule. The City of Coral Gables reserves the right to recall hired off-regular-duty officers to on-regular-duty status as deemed necessary by on-regular-duty supervisory personnel. An approved permit to hire off-regular-duty officers does not include any exceptions to any Florida statute, County or City ordinance to include noise, parking and traffic regulations. In addition to this permit, a Special Events Permit may be required for certain events occurring on public property. The Parks and Recreation Dept. can be contacted directly for Special Events Permit information.

By submitting this application, you acknowledge and agree that Jobs4Blue, the City's official liaison for all off-duty placement services, will invoice you directly and collect payment pursuant to its terms and conditions. Accordingly, all payment inquiries should be direct to Jobs4Blue.

A permit holder may relinquish their permit at any time. However, in the event of such relinquishment, the permit holder shall be required to pay a reasonable compensation for all expenses incurred to provide the services authorized by the permit. The permit holder will be assessed a 4-hour minimum rate for each hired off-regular-duty officer. Cancellation requests must be submitted to Jobs4Blue and are subject to its terms and conditions for reimbursement.

**Indemnification:**

For and in consideration of the City of Coral Gables consent to allow the Applicant to engage the off-regular-duty services of Coral Gables Police Officers, the Applicant agrees as follows:

The Applicant shall indemnify, hold harmless, and defend the City of Coral Gables and its elected officials, officers, employees, agents and affiliates of, from and against all liability, claims, and expense, 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 includes claims made by the entitlement, if any, to immunity under section 440.11, Florida Statutes. Nothing contained herein shall be construed as a waiver of any immunity or limitation of liability the City may have under the doctrine of sovereign immunity of section 768.28, Florida Statutes.

The indemnification shall commence at the date and time the hired Police Officer(s) begins their off-regular-duty service and shall extend for the dates and times of such services as stated herein.

\_\_\_\_\_  
**Initials**

\_\_\_\_\_  
**Date**

**OFF-REGULAR-DUTY POLICE SERVICES PERMIT APPLICATION  
(CONTINUATION PAGE)**

**INSTRUCTIONS:** Please answer only the questions that pertain to your application:

Date: \_\_\_\_\_ Permit/Application #: \_\_\_\_\_

Applicant or Business Name: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Business Address: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Email Address: \_\_\_\_\_

Full Name of authorized agent requesting permit (if different than applicant):

\_\_\_\_\_  
(First) (Middle) (Last)

DOB: \_\_\_\_\_ DL#: \_\_\_\_\_ State: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

*....is applying to hire the services of Off-Regular-Duty Police Personnel of the City of Coral Gables Police Department, for police services that are additional to those police services provided generally to the public.*

Period of Employment: Start Date/Time: \_\_\_\_\_ / \_\_\_\_\_ End Date/Time: \_\_\_\_\_ / \_\_\_\_\_

Type of Event/or Reason Police Services Requested:  Party  Security  Traffic  Other (explain below)

Explain Event in Detail: \_\_\_\_\_

Event Address/Location: \_\_\_\_\_

Lane/Road Closure?  No  Yes (Permit #: \_\_\_\_\_) No. Adults: \_\_\_\_\_ No. Juveniles: \_\_\_\_\_

Will alcoholic beverages be sold or dispensed?  No  Yes (Alcohol/Beverage Lic. #: \_\_\_\_\_)

Other Police or Equipment Requested:  No  Yes (If yes; please check all that apply below)

Canine  Bicycle  Marine Patrol  Marked Police Vehicle  Meridian Barrier  Motorcycle

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

THIS PERMIT MAY BE CANCELLED BY THE CHIEF OF THE CORAL GABLES POLICE DEPARTMENT, OR AGENT, AT ANY TIME WITH OR WITHOUT CAUSE. PERMANENT PERMITS WILL BE REVIEWED ANNUALLY. FOR ADDITIONAL INFORMATION OR APPLICATION QUESTIONS YOU MAY CONTACT THE OFF-DUTY COORDINATOR VIA EMAIL AT: [OFFDUTY@CORALGABLES.COM](mailto:OFFDUTY@CORALGABLES.COM). ANY PAYMENT INQUIRIES SHOULD BE DIRECTED TO JOBS4BLUE. **PLEASE SEND ALL FIVE (5) PAGES WITH YOUR SIGNATURE AND INITIALS WHERE INDICATED OR YOUR REQUEST WILL NOT BE PROCESSED.**

*"I have read and understand the provisions of this application and will act in full compliance with all of the terms and conditions set forth in this application."*

Printed Name of Permit Holder/Agent \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of Witness \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**THIS SECTION IS FOR CGPD USE ONLY**

Reviewed By: \_\_\_\_\_ ID#: \_\_\_\_\_ Date: \_\_\_\_\_

Permit/Application #: \_\_\_\_\_

OFF-REGULAR-DUTY POLICE SERVICES PERMIT APPLICATION  
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**CORAL GABLES POLICE DEPARTMENT**  
**OFF-REGULAR-DUTY DETAIL FEE SCHEDULE**  
(effective March 1, 2026)



1. Police Officer hourly rate (4-hour minimum): **\$68.00**
2. Police Sergeant hourly rate (as per SOP #90): **\$73.00**
3. Police Lieutenant hourly rate (as per SOP #90): **\$80.00**
4. Police Major hourly rate (as per SOP #90): **\$90.00**
5. Police Motorcycle Escorts: Mandatory 3 officers per escort; **\$5.00** per motorcycle, per escort.
  - a) Funeral escorts carry a 2-hour minimum, mandatory 3 officers per funeral escort.
6. City Administrative fee for temporary off regular duty details:
  - a) Administrative fee of **\$7.00** per hour, per officer will be invoiced to the permittee. Hours worked beyond the originally scheduled hours will be invoiced at **\$7.00** per additional hour(s) to include any portion of an hour.
7. City Administrative fee for permanent off regular duty details:
  - a) Administrative fee of **\$10.00** per Officer per day will be invoiced to the permittee.
  - b) Administrative fees for permanent details at SCHOOLS will be assessed administrative fees of **\$10.00** per Officer per day not to exceed **\$20.00** per day.
8. A surcharge of **\$20.00** per deployed hour shall be assessed for requested use of the police boat.
9. A surcharge of **\$250.00** per event shall be assessed for requested use of the Meridian Barrier.
10. The Off Duty Permanent Job Coordinator may receive 10% per hour over the above established extra duty rate, except when compensation includes the supervisory rate.
11. Jobs4Blue Administrative fee of 7% will be assessed on off regular duty details.

\_\_\_\_\_  
Initials

\_\_\_\_\_  
Date

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CORAL GABLES POLICE DEPARTMENT  
OFF-REGULAR-DUTY DETAIL FEE SCHEDULE  
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12. The rate of pay for extra duty details will be double the normal rate of pay for each rank on the following holidays:

New Year's Eve	Independence Day	Thanksgiving Day
New Year's Day	Labor Day	Day after Thanksgiving
Martin Luther King Day	Patriot's Day	Christmas Eve
All President's Day	Juneteenth Day	Christmas Day
Memorial Day	Veteran's Day	

13. In situations where the off regular duty overlaps one of the above Holidays, compensation will be doubled only if the majority of the hours worked fall within one of the approved Holidays. These rates are subject to change at any time.

14. **Cancellation Policy:** The 4-hour minimum for each Officer (2-hour minimum and 3-officer minimum for funeral escorts) and Administrative fees, all of which will be payable if a two (2) hour prior cancellation notice is not given. All cancellation must be communicated to Jobs4Blue.

Jobs4Blue Onboarding Information:

- Jobs4Blue is the authorized agent for the City of Coral Gables Police Department as of October 1, 2018.
- Jobs4Blue will be invoicing you directly for all fulfilled jobs in accordance with the terms and conditions established by the City of Coral Gables.
- Payment for services requested will be invoiced upon completion of the job.
- Questions or concerns, including payment inquiries and off-regular-duty cancellations, can be directed to the Jobs4Blue main contact line at (877) 425-8330. Services are available 24/7 to ensure you always receive the service coverage when needed.

\_\_\_\_\_  
Signature of Permit Holder or Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Permit Holder or Authorized Agent

OFF-REGULAR-DUTY POLICE SERVICES PERMIT APPLICATION  
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ACCOUNT ACTIVATION FORM

Company/Individual Name: \_\_\_\_\_

Address: \_\_\_\_\_

Payable Contact: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Jobs4Blue Invoicing**

\*\*The VCS preferred method of invoicing for Jobs4Blue is via email to the Payables Contact listed above unless otherwise agreed upon and noted.\*\*

**Jobs4Blue Payment**

The VCS preferred method of receiving payments for Jobs4Blue is via ACH:

**Account number:** 69437016

**Routing number:** 021052053

VCS accepts Credit Card payments (VISA, Mastercard, American Express, and Discover) with an additional 4% service charge.

All checks should be made out to Visual Computer Solutions, Inc. and mailed to:

**Visual Computer Solutions, Inc.  
4400 US Highway 9 South, Suite 3500  
Freehold, NJ 07728**

VCS has submitted our completed Business Registration Certificate & W-9 form, should additional documentation or setup be required, please contact the VCS Finance Department via phone (732-730-9009 ext. 212), fax (732-730-1661), or email ([finance@vcssoftware.com](mailto:finance@vcssoftware.com)).

\_\_\_\_\_  
Initials

\_\_\_\_\_  
Date