



St. Augustine Beach Police Department

Special Event Officer Request Form

5K Event Requirements

If your event is a 5K Run, you will need to include the following:

- 1. Approved run route**
- 2. Cone or barricade company with set up and removal plan.**
- 3. Signage plan for route**

Officer Responsibility -

The officer's primary responsibility while working in a secondary employment capacity is the enforcement of Federal and State laws and County ordinances: to protect life and property and to keep the peace. Officers engaged in secondary employment will not refuse to assist any citizen requesting or needing assistance.

Request for Off-Duty Officer -

Requests must be made at least 15 days prior to the event and emailed to events@sabpd.org. SABPD reserves the right to refuse a request for off-duty officers if it violates Florida State Statute, SABPD policy, or creates a conflict of interest with SABPD.



St. Augustine Beach Police Department

Special Event Officer Request Form

Requests must be made in writing or by email at events@sabpd.org. SABPD reserves the right to refuse a request for off-duty officers if it violates Florida State Statute, SABPD policy, or creates a conflict of interest with SABPD.

Note: *Please clearly print all information requested on the form and attach any additional documentation.*

Event Details -

Theme: _____

Date: _____ Start time for Officer(s): _____ Estimated end time: _____

Total number of attendees: _____ Number of officers needed: _____

Officer(s) responsibility (*Brief description*):

Event location (exact) -

Parking/staging area -

Will alcohol be served or permitted? YES ___ NO ___

(Please provide fact sheet, program or flyer if available)

Contact Information -

Name: _____

Organization: _____

Mailing Address: _____

Telephone: _____

Email Address: _____



St. Augustine Beach Police Department

Special Event Officer Request Form

Officer Responsibility -

The officer's primary responsibility while working in a secondary employment capacity is the enforcement of Federal and State laws and County ordinances: to protect life and property and to keep the peace. Officers engaged in secondary employment will not refuse to assist any citizen requesting or needing assistance.

Cancellations -

Requests may be canceled by SABPD at any time. A requester may cancel with a written letter or by email at least 24 hours prior to the event. If officer(s) are canceled within 24 hours of the event by the requester, the requester will be responsible for paying the three (3) hour minimum per officer scheduled.

Security Details -

- **\$60.00** per hour, per officer, with a three (3) hour minimum per officer.
- **\$70.00** per hour if a supervisor is required for any event with four or more officers.
- **\$80.00** per hour if an Incident Commander is required for any event with two or more Supervisors.

Parades / Running Events (including 5K's) –

- **\$65.00** per hour, per officer/PSA, with a three (3) hour minimum per officer.
- **\$75.00** per hour if a supervisor is required for any event with four or more officers.
- **\$85.00** per hour if an Incident Commander is required for any event with two or more Supervisors.

Traffic Control / Road Construction -

- **\$75.00** per hour, per officer/PSA with a three (3) hour minimum per officer.
- **\$85.00** per hour if a supervisor is required for any event with four or more officers.
- **\$95.00** per hour if an Incident Commander is required for any event with two or more Supervisors.

Contractor Signature: _____

Print Name: _____ **Date:** _____

[SABPD OFFICE USE ONLY]

Request received by: _____

City Permit Completed/Approved (if needed): YES ____ NO ____

Approved ____ Denied ____ Reason for being denied,

Approved By: _____ ID: _____ Date: _____