



## CAPE CORAL POLICE DEPARTMENT POLICE DETAIL APPLICATION



Thank you for inquiring about the availability of law enforcement officers for security services or other related functions. Within this application, you will find information regarding the detail process and associated fees for this service.

### APPLYING FOR DETAIL OFFICERS

Vendors desiring to contract detail officers shall complete and submit this Police Detail Application at least three (3) business days in advance of the detail start date. The Detail Assignment Coordinator (DAC) shall receive, and review, all completed applications.

### SPECIAL EVENTS / SPECIAL DETAILS

Some detail applications require an approved Special Event Permit through the City of Cape Coral Parks and Recreation Department, as required by City Code Article 3, Chapter 3, Section 3.3.10. The Parks and Recreation Department determines the requirement of a permit.

Inquiries and Special Event Permit applications must be submitted directly to the Parks and Recreation Department. The City's Special Event Permit process and application can be found at [https://www.capecoral.gov/departments/parks\\_and\\_recreationhome/special\\_events\\_division/special\\_event\\_permit\\_process.php](https://www.capecoral.gov/departments/parks_and_recreationhome/special_events_division/special_event_permit_process.php).

Permit Applications shall be submitted to Parks & Recreation at least (60) days prior to the event opening date **and** Detail Applications to the Police Department at least six (6) weeks prior to the event opening date.

Permit Applications with accompanying Detail applications for Special Event Permits shall be routed, by the Parks and Recreation Department, to the Cape Coral Police Department's Detail Assignment Coordinator (DAC) and Special Event Coordinator (SEC). The SEC will determine appropriate staffing based on the estimated number of attendees, availability of alcoholic beverages, event location, weather conditions, time of day, need for street closures, history of the event or past events from the event sponsor, and compliance with City Code Article 3, Chapter 3, Section 3.3.10.





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**FEE SCHEDULE**

Category	<u>Officer</u>	<u>Supervisor</u>
	Hourly Vendor Rate	Hourly Vendor Rate
Security	\$55.00	\$81.00
Traffic/Specialized Unit	\$68.00	\$81.00
Holiday*	\$81.00	\$94.00
Emergency**	\$81.00	\$94.00
Enhanced Security***	\$85.00	\$99.00

These fees are for regular contracted detail assignments. The minimum charge is 3 hours + Body Worn Camera time<sup>+</sup>.

**TRAFFIC/SPECIALIZED UNIT RATE:** If the detail officer will be conducting traffic, providing security during roadway construction, or otherwise determined to be exposed to high-volume vehicular traffic, OR an officer with specialized training is required, this detail rate shall apply.

**\*HOLIDAY RATE DATES:** Unless otherwise specified, the holiday rate will be charged for any detail falling within 0000 – 2359 hours of the calendar date of a holiday listed below.

*Halloween, Thanksgiving (from 0700 Thurs to 0700 Mon), Christmas Eve, Christmas, New Year (from 1800 12/31 to 2359 1/1), Easter, Labor Day, Martin Luther King Jr Day, President's Day, Memorial Day, Independence Day, Veteran's Day*

**\*\* EMERGENCY RATE:** Requests for details occurring (2) business days or less from date of application will be charged the Emergency Rate.

**\*\*\* ENHANCED SECURITY RATE:** Shall be charged at the discretion of the Chief of Police, or designee, based upon the nature of the event/detail.

**+BODY WORN CAMERA TIME:** Officers are required to wear Body Worn Cameras (BWC) while working off-duty details. To cover the cost of the officer to report to the PD prior to and following the detail for BWC-related functions, an additional (1/2) hour will be added to each officer requested.

**FOR APPROVED/PERMITTED SPECIAL EVENTS (submitted through Parks & Recreation):** City Code 3.3.10(B)(7) requires police officers to be hired for the duration of the event, including one hour before opening and one hour after closing.

***Payment is due upon receiving an invoice. Payment is accepted in the form of a Cashier's Check or Money Order made payable to the City of Cape Coral Police Department. No personal checks will be accepted.***





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**STATUS OF OFFICERS PERFORMING DETAIL ASSIGNMENTS**

Police Officers performing assignments under the terms of a detail shall be deemed "on duty". Thus, their principal responsibility will be to the Cape Coral Police Department and citizens of the community. Detail assignments may be terminated at any time in the interest of the Police Department and citizens of the community.

**STAFFING PROVISIONS**

All detail applications will be reviewed by the Detail Assignment Coordinator (DAC). If staffing requests are determined to be insufficient or overestimated the DAC will adjust prior to approving the detail assignment.

If, during the detail, staffing is insufficient or overstaffed, the police supervisor in charge shall have the discretion to increase or reduce dedicated staffing. Any difference in costs shall be paid by the Vendor. If a detail assignment requires (4) or more officers, a supervisor shall be assigned as officer in charge of the detail assignment.

**DETAIL CANCELLATION**

The Cape Coral Police Department reserves the right to cancel a detail assignment at any time. The vendor may cancel an approved detail assignment by contacting the Detail Assignment Coordinator (DAC) at least 24 hours in advance of the date and time of the detail assignment. *Notice less than 24-hours may be subject to the minimum 3-hour payment per officer.*

Exceptions to the (24) hour notice include, but are not limited to, details issued for construction, road work, etc., where work is completed earlier than proposed and a detail officer is no longer necessary. In these instances, (12) hours' notice of cancellation shall be sufficient.

**DETAIL RATE ADJUSTMENTS**

The Cape Coral Police Department reserves the right to adjust vendor rates at any time, with notice, based on varying economic factors.

\*The Enhanced Security Rate (ESR) will be adjusted in accordance with contractual increases outlined in the officers/sergeant's collective bargaining agreement.

*Your signature below acknowledges that you have read, understand, and agree to the outlined fee schedule as is stated in this document.*

*[Signature]*  
Signature of Applicant

8/23/24  
Date





**CAPE CORAL POLICE DEPARTMENT**  
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(To be completed by applicant)

Business / Vendor Name: PRIDE Cape Coral Inc.

Business Contact Person: Shannon Coke

Business Address: 1322 Lafayette St. Unit A  
Cape Coral, FL 33904

Phone #: 239-900-4028

Email Address: info@pridecapecoral.com

Billing Address: 1322 Lafayette St. Unit A  
Cape Coral, FL 33904

Service Location: SE 10<sup>th</sup> Place & SE 47<sup>th</sup> Terrace

Detail Service Date(s): MARCH 1 & 2, 2025

Detail Day of the Week: (please check)

Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

Hours: (Please be very specific; days/nights, dates, times, length of contract, etc.)

Start at: 312 Event 3pm-10pm AM/PM      End at: 312 Event 11am-1pm AM/PM

Number of Officer(s): \_\_\_\_\_ Number of Sergeant(s) : \_\_\_\_\_

Description of Service (attach any necessary maps / MOTs): PARADE ON 47<sup>th</sup> & SECURITY /  
police detail for events

Name and Phone number of Contact Person for Officers to report to during detail:

Name: Shannon Coke Phone: 239-900-4028





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POLICE DETAIL APPLICATION**



(To be completed by Applicant)

I, Shannon Coke, as an authorized representative of PRIDE Cape Coral, Inc., hereby acknowledge that I have read and understand the attached fee schedule and conditions which I have signed and dated as part of this application, and I further agree that PRIDE Cape Coral, Inc. will abide by and be subject to these conditions in all respects if a permit is issued as a result of this application.

In addition, PRIDE Cape Coral Inc through its authorized representative, hereby agrees to hold harmless and indemnify the City of Cape Coral and its employees from any and all claims, or lawsuits, injuries or damages suffered by \_\_\_\_\_ or its employees, customers, patrons or invitees during the term of any permit that is issued as a result of this application.

*Shannon Coke*

\_\_\_\_\_  
Signature of Authorized Representative

Shannon Coke

\_\_\_\_\_  
Printed Name of Authorized Representative

Inquiries may be directed to:

**Detail Assignment Coordinator (DAC)**  
Phone: (239) 574-0654 or Fax: (239) 242-5367  
Email: chaenes@capecoral.gov

**DETAIL ASSIGNMENT INFORMATION**  
(to be completed by DAC)

Date Application Received: \_\_\_\_\_

The above application for detail is **denied**.

\_\_\_\_\_  
Signature of Detail Assignment Coordinator

\_\_\_\_\_  
Date



per person, per night. Gratuities for Suites are \$22.00 per person, per night. All bar, spa, salon, or specialty dining receipts will include an additional 18% service charge. 18% gratuity is already included in your pre-purchased drink packages. Any gratuities and/or service fees paid by Guest are the property of the Carrier and shall be used by the Carrier in any manner or method and for any purpose that the Carrier deems fit in its sole discretion.

A Fuel Supplement of up to \$15.00 USD, per person, per day, will also be added to your onboard account as outlined in your Cruise Ticket Contract.

**Travel Protection:**

Regardless of life events you may face, peace of mind while traveling is essential. Margaritaville at Sea has teamed up with Arch RoamRight to offer you Travel Protection which may help protect you before and during your trip. Among some of the benefits are, trip cancellation and interruption benefits, sickness and accident medical expense reimbursement, baggage protection and more. Click [here](#) to get a quote or call (866) 891-6614 for answers to your policy questions.

COOKING IN UNOCCUPIED CABIN IS PROHIBITED

Do not use the stove or hot water in the cabin. The maximum weight of items placed on the counter will not exceed 10 lbs. Do not use the sink.

Do not use the microwave for all food cooking prior to departure.

Do not use the refrigerator for any food or beverages.

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Guest Name: [Signature]

Event Planning Department: [Signature]

Date: 10/27/2018



## FOOD/COOKING NOTICE

**Please provide a copy of this notice to your food vendors.**

Event concession stands/ trailers/ tents using deep fat fryers shall comply with **NFPA 1-50.2.1.9\*** Cooking equipment used in fixed, mobile, or temporary concessions, such as trucks, buses, trailers, pavilions, tents, or any form of roofed enclosure, shall comply with **NFPA 96** or this chapter unless otherwise exempted by the AHJ in accordance with 1.3.2 of **NFPA 96**. [96:4.1.9]. **NFPA 1-50.2.1.1** Cooking equipment used in processes producing smoke or grease-laden vapors shall be equipped with an exhaust system that complies with all the equipment and performance requirements of this chapter. [96:4.1.1]. **NFPA 1-50.4.3.2\*** Cooking equipment that produces grease-laden vapors and that might be a source of ignition of grease in the hood, grease removal device, or duct shall be protected by fire-extinguishing equipment. [96:10.1.2] and shall have one 2-A: K class fire extinguisher within 30' of the cooking appliance. All fire extinguishers must be tagged annually by a Licensed Florida Fire Extinguisher Company. Typical appliances include; deep fat fryers; griddles, range tops; upright, natural charcoal, or chain-type broilers; electric, lava rock, mesquite or gas-radiant char-broilers and woks. All cooking must be 10 feet from an occupied public tent. All LP tanks and lines shall be secured and tested for leaks prior to each use.

### **COOKING UNDER PUBLICLY OCCUPIED TENTS IS PROHIBITED**

Any cooking appliance found not having the proper fire protection equipment will not be used until the proper fire extinguisher or device is on site.

#### **Fire Inspection is required for all food cooking prior to operation**

- Normal inspection hours Monday-Friday 8AM-4PM excluding holidays.
- After hour inspections will require an additional payment of \$123.30 for the first 2 hours.
- Submit and payment request for after hour inspection minimum 1 week prior to event by contacting Cape Coral Fire Department Bureau of Life Safety 239-242-3264

Event Name: PRIDE CAPE CORAL

Event Planner Signature: J. [Signature]

Date: 08/23/24