



MIAMI BEACH POLICE DEPARTMENT
SUPPORT SERVICES DIVISION
OFF DUTY EMPLOYMENT OFFICE
1100 WASHINGTON AVE
MIAMI BEACH, FLORIDA 33139
OFFICE (305) 673-7823 FAX (305) 673-7067

Dear Customer:

The City of Miami Beach has adopted a new policy relative to the Miami Beach Police Department providing off-duty police services. This policy requires police officers who work off-duty to be paid by the City of Miami Beach through their regular payroll check.

As a result effective Monday, October 2, 2006, requests for employment of off-duty police officers must be paid in advance of the job's actual date of occurrence. Payments for off-duty police services are no longer to be given directly to the officers, off-duty job coordinators or the Off Duty Employment Office. Instead, you must deliver your **payment in advance** to the City of Miami Beach Finance Department (or cashier), 1700 Convention Center Drive, Miami Beach, Florida 33139. Payments will be accepted Monday – Friday, 8:30am – 5:00pm. Your payment can be made in Cash, Check, Money Order, Cashier's Check or Credit Card and must be made at least 48 hours prior to the start of the off-duty detail.

Advance payments can also be mailed to the City of Miami Beach, Attention: Finance Department/Juan Rodriguez (305-673-7000), 1700 Convention Center Drive, Miami Beach, Florida 33139. However, the payment must be mailed well in advance, so that it is received at least 48 hours prior to the start of the off-duty detail. In the event of additional unscheduled hours, the excess fees will be billed to you, and you will be required to deliver payment as indicated.

Clients who request off-duty police services will be required to first contact the Off Duty Employment Office at (305) 673-7823. The Office is open Monday through Friday (excluding holidays), 8:00am to 4:00pm. Your request must be received by the Off Duty Employment Office during the above days and hours no later than 72 hours PRIOR to the start date/time of the off duty detail.

The Off Duty Employment Office will then calculate the amount owed and forward (fax) an invoice to you. You can then take that invoice to the City of Miami Beach Finance Department (or Cashier) to make your payment. Upon receipt of the full pre-payment, the Off Duty Office will be contacted by the City of Miami Beach Finance Department to confirm the payment. No officers will be assigned until receipt of the advance payment is confirmed. **Failure to make the required advance payment will result in no officers being assigned to the requested job.**

As of October 2nd, 2006, payments will not be accepted by the Miami Beach Police Department or its employees.

In the event of additional unscheduled hours, your fees may be more. You will be billed accordingly by the City of Miami Beach Finance Department and required to mail or deliver the additional payment.

If the off-duty detail is cancelled by you the customer, you may request either a credit or refund from the City of Miami Beach Finance Department (minus any imposed cancellation fees). Job cancellations must be called in to the Miami Beach Police Department Off Duty Employment Office during normal operating hours and must be made at least 24-hours PRIOR to the scheduled starting date/time of the detail.

If you have any questions regarding this new procedure, please feel free to contact the Off Duty Office at (305) 673-7823.

Sincerely,

Captain Dan Reid
Unit Commander