



**KENNEWICK POLICE DEPARTMENT  
REQUEST FOR EXTRA-DUTY OFFICERS**

**PERMITTEE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **ZIP CODE :** \_\_\_\_\_

**BILLING ADDRESS:** \_\_\_\_\_ **TELEPHONE NO.:** \_\_\_\_\_

**HOURS FROM:** \_\_\_\_\_ **HOURS TO:** \_\_\_\_\_

**NUMBER OF POLICE OFFICERS REQUESTED:** \_\_\_\_\_ **NUMBER OF VEHICLES REQUESTED:** \_\_\_\_\_

**DESCRIPTION OF SERVICE:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REPORT TO:** \_\_\_\_\_

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I, \_\_\_\_\_, as authorized representative of \_\_\_\_\_, hereby acknowledge that I have read and understand the attached "Condition of Permit" which I have initialed and dated, and I further agree that \_\_\_\_\_ 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, \_\_\_\_\_, through its authorized representative, hereby agrees to hold harmless and indemnify the City of Kennewick and its employees from any and all injuries or damages suffered by \_\_\_\_\_ or its employees which may be caused by third parties during the term of any permit that is issued as a result of this application.

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**FEE SCHEDULE**

The charges for Police Permit Service shall be in accordance with the following fee schedule.

<b>Patrol Officer</b>	<b>\$50.25 per hour</b>	<b>Police Vehicle</b>	<b>\$50.00 per hour</b>
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Officers working a permit assignment will receive a minimum of three and one-half (3 ½) hours pay each, per assignment. (A waiver may be requested by contacting the Captain of the Patrol Division.)

The above fee schedule is subject to change annually, as it is based upon the current overtime rate. All charges made to the fee schedule shall be consistent with, and pursuant to, the current union contract(s). Following such change, the Department shall give notice to the Permittee within fourteen (14) days.

# CONDITIONS OF PERMIT

## PERMIT CANCELLATION

### THE POLICE DEPARTMENT MAY CANCEL A PERMIT AT ANY TIME WITH OR WITHOUT CAUSE.

The permittee may cancel a permit by contacting the Kennewick Police Department forty-eight (48) hours in advance of the date and time of the permit service assignment. If the Permittee fails to make a properly and timely cancellation, the Permittee shall compensate the officer at the three and one-half (3 ½) hours pay for each scheduled individual.

## STATUS OF LAW ENFORCEMENT OFFICERS PERFORMING POLICE PERMIT SERVICES

Law enforcement officers performing permit service under the terms of a permit shall be deemed to be on duty and their principle responsibility will be to the Kennewick Police Department and the general public. Permit service assignments may be terminated at any time in the interest of the Kennewick Police Department and the general public.

## GENERAL REQUIREMENT

All applicants will be required to provide fourteen (14) days prior notice for a work assignment. Exceptions will be at the discretion of the Captain of the Patrol Division or his designee.

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Thank you for applying to contract with our department to utilize police personnel. In order to insure that you are afforded the best service possible, we request that you comply with the following procedures when officers report for duty:

1. Brief the officers on their responsibility in performing their police related duties.
2. Specify the hours they are to work.
3. Discuss break time if permitted.
4. Insure a person is available for the officer to check with if any questions arise.

If an officer is late in reporting for the assignment or does not adhere to your instructions, call the Kennewick Police Department and request to speak with a supervisor.

\_\_\_\_\_  
PERMITTEE SIGNATURE

\_\_\_\_\_  
DATE

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### PERMIT

The above application for permit is hereby granted and the above "Conditions of Permit" are hereby adopted, by reference, and are made a part of and constitute the terms and conditions of this permit.

Accepted     Denied

\_\_\_\_\_  
Extra Duty Coordinator

\_\_\_\_\_  
Date

Accepted     Denied

\_\_\_\_\_  
Captain, Patrol Division

\_\_\_\_\_  
Date

**Please contact Penny Lane, Extra Duty Coordinator at 509-582-1355 or penny.lane@ci.kennewick.wa.us**

**OPERATIONAL PLAN**

Alcohol?  Yes

No

Banquet permit obtained?

Yes

No

Copy of Insurance included?

Yes

No

Planned Attendance: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact's Phone: \_\_\_\_\_

Contact's Cellular Phone: \_\_\_\_\_

Contact's Pager Number \_\_\_\_\_

What are your plans for parking? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What will be the responsibilities' of the officer (i.e. checking the parking lot, etc.)?

\_\_\_\_\_  
\_\_\_\_\_

How will entrance/exit of guests be controlled: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Emergency Entrance: \_\_\_\_\_

Emergency Exit: \_\_\_\_\_

**Floor plan (describe the layout of the event):**

**RCW & WAC Codes:**

**RCW 66.24.481 – PUBLIC PLACE OR CLUB**

**RCW 66.44.100 – OPENING OR CONSUMING LIQUOR IN PUBLIC PLACE**

**RCW 6628.090 – LICENSED PREMISES OR BANQUET PERMIT PREMISES OPEN TO INSPECTION – FAILURE TO ALLOW**

**RCW 10.31.100 – ARREST WITHOUT WARRANT**

**RCW 66.44.270 – FURNISHING LIQUOR TO MINORS- POSSESSION, USE**

**WAC 314-16-040 – SERVICE LIMITED TO LICENSE AND ORDER – ROOM SERVICE-PRICE LIST**

**WAC 314-16-120 – CONDUCT ON LICENSED PREMISES**

**OPERATIONAL PLAN WILL BE POSTED BY THE CONTRACTEE AT THE EVENT.**