



# El Paso County Sheriff's Office

## 2021 Extra Duty Agreement



### Parties and Contact Information

Customer: \_\_\_\_\_

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

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

Can the El Paso County Sheriff's Office email the invoice to above email? \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

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

For the El Paso County Sheriff's Office:

Extra Duty Program  
27 East Vermijo Avenue  
Colorado Springs, CO 80903

Email: [ElPasoCO@ExtraDutySolutions.com](mailto:ElPasoCO@ExtraDutySolutions.com)  
Phone: 719-719-377-9727  
Fax: 203-306-3140

### Procedures

The parties (the "Customer", below, and the El Paso County Sheriff's Office), agree to the following terms:

**Term, modification, and termination.** The term of this Agreement shall be from \_\_\_\_\_ [date, including year] to \_\_\_\_\_ [date, including year]. If the duration of this agreement exceeds December 31 of the calendar year in which it is signed, performance by the El Paso County Sheriff's Office is subject to appropriation of funds by the Board of County Commissioners of El Paso County and the availability of deputies for the Extra Duty Program. Modifications to this Agreement shall be in writing, signed by both parties, and shall become attached to this Agreement and incorporated within it. Any needs for modification should be communicated to the contacts for the parties, listed above. Either party may terminate this agreement by providing the other party with notice, in writing. Upon termination, the Customer shall only be responsible for payment of the extra duty deputy's accumulated hours.



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The El Paso County Sheriff's Office Extra Duty Program was formed to provide additional law enforcement services requested by private businesses, public agencies and individuals. Extra duty services are paid for by the contracting entity and generally represent some special law enforcement needs, which cannot be met through routine service delivery.

All requests for extra duty should be made by emailing [ElPasoCo@ExtraDutySolutions.com](mailto:ElPasoCo@ExtraDutySolutions.com). The Extra Duty Coordinator shall determine if the request is appropriate and consistent with the El Paso County Sheriff's Office Policies and Procedures. **Since this program is voluntary, filling extra duty requests is contingent upon the availability of extra duty deputies.**

The rate of pay for an Extra Duty Deputy is established by the Undersheriff. There is a two-hour minimum charge for per deputy, per job. For jobs requesting the visibility of a marked vehicle (patrol car), there is a three-hour minimum charge per marked vehicle, per job. Additional time shall be measured to the nearest quarter hour. All invoices shall be processed through the Extra Duty Solutions. Extra Duty Deputies are paid by the El Paso County Sheriff's Office and not by the Customer. Under no circumstances will any deputy directly accept any form of payment or reimbursement for their services. Invoices are generated weekly and payment is due upon receipt of billing. Occasionally, however, a prepayment or deposit may be required. The Customer will be notified in advance of this requirement.

Minimum requirements for requesting service or giving notification of a cancellation or schedule revision are listed below. All cancellations that do not meet the criteria will be assessed a two-hour minimum charge.

- 1) Transitory detail/assignment: i.e. Funeral Escort, House Move, etc.
  - a. Order – 2 full business days advance notice
  - b. Cancel/revise – One (1) full business day advance notice
- 2) Temporary detail/assignment: assignment of less than four weeks in duration
  - a. Order – one-week advance notice
  - b. Cancel/revise – three (3) full business days advance notice
- 3) Permanent Detail/Assignment: assignment exceeding four-week duration
  - a. Order – by the 10<sup>th</sup> of the preceding month
  - b. Cancel/revise – Four (4) full weeks advance notice

The Customer agrees to hourly billing for the services provided by the extra-duty deputy, at the rates specified below.

The deputies' primary responsibilities are to protect life and property, to keep the peace, and to enforce local, state and federal laws. Deputies working extra duty are subject to El Paso County Sheriff's Office policies, procedures, and chain of command, and as such are required to observe this agency's policies and procedures, standards of conduct, and uniform. Discipline for extra duty deputies will be initiated by the El Paso County Sheriff's Office.

**Equipment.** The El Paso County Sheriff's Office will supply all necessary law enforcement equipment for its deputies.



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**Governmental entity.** The parties acknowledge that El Paso County and the El Paso County Sheriff's Office are governmental entities and, as such, are subject to the provisions of the Colorado Governmental Immunity Act (CGIA). Nothing in this agreement shall be construed to waive any protections that El Paso County and/or the El Paso County Sheriff's Office have under the CGIA. Any provision of this Agreement, whether or not incorporated by reference, shall be controlled, limited and otherwise modified so as to limit any liability of the County to the CGIA.

**Insurance.** The El Paso County Sheriff's Office, through El Paso County, shall maintain its own liability insurance for the actions of its deputies when they function as peace officers, and shall maintain its own worker's compensation insurance. The Customer shall properly insure its own premises and/or activities. Nothing in this agreement shall be construed as requiring El Paso County or the El Paso County Sheriff's Office to indemnify the Customer for any action or omission causing injury, the basis for which is solely in the Customer's control.

**Independent contractor.** The parties agree that they stand in an independent-contractor relationship. Nothing in this Agreement shall be construed to create an employer-employee relationship, or other master-servant relationship, statutory or otherwise, between the parties. The El Paso County Sheriff's Office retains control over all Deputy Sheriffs assigned to Customer.

**Records.** All records generated by extra duty deputies in the performance of their roles as peace officers shall be and remain the property of the El Paso County Sheriff's Office and shall be subject to the Colorado Criminal Justice Records Act (CCJRA) and/or the Colorado Open Records Act (CORA). Any records generated by the Customer pursuant to this Agreement, which are not tied to a law enforcement or other Sheriff's Office function, shall remain the property of the Customer. To the extent that the Customer generates a record pursuant to this Agreement for which a copy must be given to the Sheriff's Office, and which the Customer desires not to be subject to the disclosure provisions of CCJRA and/or CORA, the Customer shall mark each page of such record clearly with the word "CONFIDENTIAL" in all-capital letters. The Customer agrees to defend, indemnify, and hold harmless El Paso County, the El Paso County Sheriff's Office, and its officers, members, employees, volunteers, boards, agents, and assigns from all liability resulting from any litigation or administrative claim to challenge the withholding of such record under CCJRA and/or CORA. Such liability shall include, but not be limited to, court or administrative costs and attorney fees.

**No third-party beneficiaries.** This Agreement shall not be deemed to confer upon or grant to any third party any right to claim damages or to bring any lawsuit, action or other proceeding against either the Customer, El Paso County, or the El Paso County Sheriff's Office because of any breach hereof or because of any terms, covenants, agreements or conditions contained herein.

**Severability.** To the extent that this Agreement may be executed and performance of the obligations of the parties may be accomplished within the intent of this Agreement, the terms of this Agreement are severable, and should any term or provision hereof be declared invalid or become inoperative for any reason, such invalidity or failure shall not affect the validity of any other term or provision. The waiver of any breach of a term hereof shall not be construed as a waiver of any other term, or the same term upon subsequent breach.



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### Statement of Work and Rates

The nature of the extra-duty assignment and/or the services requested by the Customer are as follows:

Date of event: As Needed – Requests via email

Deputy start time: See Above

Deputy end time: See Above

Address of event: \_\_\_\_\_

Event Point of Contact Name and Telephone #: \_\_\_\_\_

Deputy(ies) Requested:  # of FIXED  # of PATROL

Number of Marked Patrol Car(s): Three (3)

Specific duties requested: Funeral Escorts

**The following items, as indicated, apply to this contract:**

El Paso County Sheriff's Office Procedures

Prepayment Required: \$ \_\_\_\_\_

**2021 Payment Rate:**

\$ 46.22 per hour fixed (not requiring patrol car)

\$ 51.22 per hour patrol (patrol car required)

Customer agrees to pay for an additional hour (1) of service, for all assignments that require a patrol car (per patrol car). This time allows for the deputy to pick up and drop off a patrol car at fleet.

\*Extra Duty jobs which request five (5) or more deputies are required to have a Sergeant on site. This position will be in ADDITION to the number of deputies requested and billed as a sixth (6) position. The additional Sergeant position will apply per every five (5) deputies requested.



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(These rates are subject to change with a 30-day notice)

I have read the terms of this Extra Duty Agreement, and I shall abide by its terms.

FOR CUSTOMER:

\_\_\_\_\_  
Signature Date: \_\_\_\_\_

\_\_\_\_\_  
Title

FOR THE EL PASO COUNTY SHERIFF'S OFFICE:

\_\_\_\_\_  
Signature Date: \_\_\_\_\_

\_\_\_\_\_  
Rank or Title