

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHERRY HILLS VILLAGE  
ESTABLISHING A POLICY FOR THE CITY'S PROVISION  
OF EXTRA-DUTY POLICE SERVICES**

**WHEREAS**, from time to time organizations, institutions, and residents of the City request special services from the Police Department (commonly known as "Extra-Duty Services"); and

**WHEREAS**, Extra-Duty Services requested are law enforcement services that the Police Department is not required by law to provide directly to the requesting party; and

**WHEREAS**, the City is prepared and willing to permit sworn officers of the City's Police Department to provide certain and limited Extra-Duty Services in accordance with this Policy.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CHERRY HILLS VILLAGE:**

The City Council establishes the following policy regarding requests for extra-duty police services:

**POLICY CONCERNING REQUESTS FOR EXTRA-DUTY SERVICES  
WITHIN THE CITY OF CHERRY HILLS VILLAGE**

**THE CITY OF CHERRY HILLS VILLAGE, COLORADO**, may at its sole and absolute discretion consider requests from institutions (schools, churches, and businesses) and City residents for the provision of Extra-Duty Services at locations within the City limits or at locations immediately outside of the City limits where such Extra-Duty Services are determined by the City to provide a direct benefit to City residents and/or the general public. Such Extra-Duty Services are to be provided only in accordance with this Policy.

"Extra-duty services" shall mean the attendance of one or more uniformed, on-duty police officers of the City of Cherry Hills Village for lawful purposes including, but not limited to, traffic control, parking management, crosswalk safety, and/or law enforcement.

Extra-duty services will be provided only in accordance with the following requirements:

- A. The Chief of Police shall evaluate the following factors or considerations when exercising his or her discretion to approve or reject a request for Extra-Duty Services:
1. The availability of qualified personnel and necessary equipment;
  2. The public purpose(s) to be served by the service;
  3. The benefit to the public safety and welfare of the residents of the City of Cherry Hills Village resulting from the services;
  4. The ability to perform the services in complete conformance with the Police Department's Policies and Procedures;
  5. Conflicts or appearances of impropriety resulting from the Department's participation in the event or function associated with the services; and
  6. Any other matters deemed relevant to the Chief of Police.
- B. The party requesting Extra-Duty Services shall enter into a written agreement with the City in a form approved by the City. Any proposed modification of the form of agreement shall be subject to the approval of both the City Manager and Chief of Police. The City retains the discretion regarding any modification of the form of agreement and may reject requests for modification for any or no reason. The Chief of Police is authorized to execute the approved form of agreement for Extra-Duty Services on behalf of the City of Cherry Hills Village provided that such agreement conforms to this Policy.



- C. The party requesting Extra-Duty Services shall pay to the City of Cherry Hills Village, in advance, the estimated cost of such services based on the rates set forth below. Rates represent consideration of the actual administrative cost for personnel (salaries, benefits, equipment, and administrative fees) and the degree of difficulty, skill, and service required for the particular assigned duty.

Traffic/Parking Management	\$65.00 /hour /officer with a minimum of 1 hour for each day of service.
Crosswalk Safety (may include as a <i>secondary</i> or incidental purpose the direction or management of vehicular traffic at or near the crosswalk)	\$50.00 /hour /officer with a minimum of 1 hour for each day of service.
Security/Law Enforcement (may include as a <i>secondary</i> or incidental purpose the direction or management of vehicular traffic at the commencement and/or conclusion of the associated function or event)	\$40.00 /hour /officer with a minimum of 3 hours for each day of service.

- D. Extra-Duty Services shall remain, at all times, subject to termination where the Police Department determines that emergency circumstances necessitate the City's reassignment of the officer assigned to Extra-Duty Services to other police duties.
- E. Officers assigned to Special Police Service shall be subject to the supervision and direction by, and the regulations and policies of, the Police Department for the City of Cherry Hills Village.

DONE AND RESOLVED this 5<sup>th</sup> day of August, 2003.

Viola Lahana  
Viola Lahana, Mayor Pro-tem

ATTEST:

Jennifer Pettinger  
Jennifer Pettinger, City Clerk

APPROVED AS TO FORM:

Robert C. Widner  
Robert C. Widner, City Attorney

