

TO: Mayor Robinson and City Council

FROM: Jeffrey L. McCormick, Chief of Police

SUBJECT: Administrative Fee Extra Duty Details

DATE: September 9, 2014

BACKGROUND

The Cannon Falls Police Department provides officers to events and businesses that request to have an officer or officers work their event. The City charges the actual rate of overtime the officer assigned receives and an administrative fee. By having these extra duty assignments coordinated by the department it allows the Chief of Police to maintain full control over what the officer assigned would be doing.

Extra Duty Assignments have not been used on a regular basis. We have received a request for a regular use of officers. I was reviewing how Extra Duty Assignments work with City Administrator Johnson, since we had not had request since he started. One of the questions he asked about was the Administrative fee which has not been adjusted in a few years. It is recommended that the Administrative fee be increased to \$20. This fee is charged per event assignment, not per officer. It is intended to cover at least part of the administrative costs, while keeping it affordable for the users.

STAFF RECOMMENDATION

Recommend the Cannon Falls Police Department charge the following fees:

\$20.00 for the Administrative fee for an Extra Duty assignment.

REQUESTED COUNCIL ACTION

Motion to approve the \$20.00 fee for an Extra Duty assignment.