

Lea County Sheriff's Office receives requests for deputies to work special events that require that a deputy or deputies be dedicated solely to that event. This duty is called "Special Detail" and will be worked only under the following guidelines:

#### **DEFINITIONS:**

**Mandatory Special Detail:** Duty which, due to the nature of the event, must be filled and to which deputies will be assigned to work. The event must fall within one or more of the following categories:

1. Any event held on county owned property; or
2. Any County sponsored event; or
3. Any event that is deemed a serious safety hazard to the public.

**Non-Mandatory Special Detail:** Any Special Detail that does not fall within the Mandatory Special Detail category and for which scheduling is done strictly on a volunteer basis. If the duty is not adequately staffed (i.e., only one deputy signs up for duty that requires two), the duty will not be worked.

**Departmental Authority:** Based on the size and nature of the event, the Lea County Sheriff's Office makes the final determination as to the number of deputies that are sufficient for the event. The requesting organization or individual must pay for the number of deputies required or the duty will not be worked. During the event, supervision and control of agency personnel will remain with the Department and, any Departmental equipment/facilities required for this event will only be used by Departmental personnel in accordance with Departmental policies.

#### **PAYMENT RESPONSIBILITIES:**

- A. Special Detail is billed at \$40.00 per deputy, per hour. This rate is based upon an average sheriff deputy's overtime rate plus F.I.C.A. tax. The hourly rate will be reassessed annually on July 1<sup>st</sup>.
- B. All Special Detail is billed through Lea County Sheriff's Office. Deputies do not accept cash payment. Payment is expected within thirty (30) days of billing.

Individuals or organizations requesting services will be encouraged to contact the on-duty patrol supervisor prior to the event date(s) to determine whether the duty has been filled.

Individuals or organizations that request deputies for Special Detail are required to sign a written agreement with the department at least two weeks prior to the date(s) of the event. This requirement may be waived under emergency circumstances.

CONTRACT BETWEEN LEA COUNTY AND  
\_\_\_\_\_ FOR

SHERIFF'S DEPUTY SPECIAL DETAIL

THIS CONTRACT is made the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the County of Lea, a municipal corporation located in Lea County, New Mexico (hereinafter referred to as "County") and \_\_\_\_\_ (hereinafter referred to as "Event Sponsor").

**RECITALS:**

WHEREAS, the Event Sponsor has a need for Lea County Sheriff's Office deputies to be present at the Event, identified herein, and provide law enforcement services for the duration of the Event; and

WHEREAS, the County provides these services in conformity with its Special Detail Guidelines and this Contract.

The parties to this Contract, in consideration of their mutual promises, agree as follows:

**1. SCOPE OF SERVICES**

- A. The County shall provide law enforcement services, subject to the provisions contained in this Contract, at the following Event:

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

- B. The date, time (start, end) and location of this Event are as follows:

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

- C. The contact information for the Event Sponsor (name, mailing address and telephone number) is:

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

- D. The County has determined that \_\_\_\_\_ sheriff's deputies are required to provide services at the Event. The County has further determined that the Event qualifies as Mandatory / Non-Mandatory Special Detail. If, on the day before the Event, the County deems that there are insufficient sheriff's deputies who have signed up for the Non-Mandatory Special Detail, no law enforcement services will be provided by the County, and this Contract shall become null and void at the sole discretion of the County.

**2. FEE FOR SPECIAL DETAIL**

Event Sponsor shall pay County \$40.00 per hour, per deputy. Payment shall be made in full within thirty (30) days after receipt of invoice from County.

**3. STATUS OF SHERIFF'S DEPUTIES**

All Sheriff's Deputies providing Special Detail for this Event are employees of the County of Lea engaged in law enforcement activities, including but not limited to, enforcing all state laws and local ordinances and generally keeping the peace. These Sheriff's Deputies are obligated by the Lea County Sheriff's Office Rules and Regulations, state law and local ordinances at all times.

**4. INDEMNIFICATION**

Event Sponsor agrees to and shall indemnify, defend and hold the County, the County Commission of the County of Lea, its individual commissioners, its deputies, employees harmless from any and all causes of action, suits, claims, judgments, losses, costs, expenses, and liens of every kind and nature, including, but not limited to court costs and attorney's fees, arising or alleged to have arisen due to activities of the Event. County's provision of law enforcement services for the Event in no way creates a partnership or co-sponsorship with Event Sponsor.

**5. MISCELLANEOUS PROVISIONS**

- A. Event Sponsor agrees to pay County reasonable costs, including court fees and attorney's fees, incurred by the County in the enforcement of this Contract.
- B. If any part of this Contract shall be in violation of the laws or Constitution of New Mexico, only such part thereof shall be thereby invalidated, and all other parts hereof shall remain valid and enforceable.
- C. Jurisdiction and venue relating to any litigation or dispute arising out of this contract shall be in Lea County, New Mexico, only.

IN WITNESS WHEREOF, the parties hereto have executed this Contract the day and year first above written.

ATTEST:

THE COUNTY OF LEA, NEW MEXICO

\_\_\_\_\_  
Keith Manes , County Clerk

\_\_\_\_\_  
Corey Helton, Lea County Sheriff

EVENT SPONSOR

\_\_\_\_\_  
By:

State of New Mexico, County of Lea

Signed or attested before me on this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by \_\_\_\_\_

\_\_\_\_\_  
Signature of Notarial officer  
My commission expires: \_\_\_\_\_