



Welcome to the Savannah Police Department's (SPD) extra duty office. This office will serve as your point of contact for hiring officers to support your filming needs.

**SAVANNAH POLICE DEPARTMENT
OUTSIDE EMPLOYMENT OFFICE
ATTN: EXTRA-DUTY COORDINATOR
P.O. BOX 8032
SAVANNAH GA, 31412**

OutsideEmployOffice@savannahga.gov

Office hours are Monday through Friday from 8:30 AM until 4:00 PM excluding City Holidays.

The SPD extra duty officer coordinates extra duty police officer staffing for films. This office will not supply officers until a City of Savannah Film Permit is received. Any changes to staffing your need must be supplied with a revised permit in order for SPD Extra Duty Office to provide officers. The film permit should include the specific dates and time officers are needed. SPD reserves the right to modify the number of officers.

All requests for officers, along with any changes, shall be done in writing. E-mail is our preferred method of communicating staffing. As a condition of extra duty employment, officers are required to wear their departmental issued SPD uniform.

Timeliness of requests, along with changes, impacts officer staffing. For best results, the extra duty offices highly recommends at least 48 business hours advance notice, unless you have made arrangements for after-hours support (see below regarding after-hours support).

Officers working under the auspice of a Savannah film permit are considered your employee. Generally, you should receive a weekly invoice for all hours covering extra duty of Savannah Police officers. The city will disburse payments to the officers.

Officers are paid \$36 an hour, with a four hour minimum. Should you hire 5 or more officers, you are also required to hire a supervisor at \$51 an hour. You also have the option to hire a working supervisor if you hire fewer than 5 officers.

The City of Savannah employs cost recovery for use of SPD vehicles for situations where a vehicle is required at \$6.00 an hour and an administrative fee of \$1.00 an hour. Determination regarding required vehicle(s) will be made by SPD in concert with the Savannah Film Office. This figure shall be included in your weekly invoice.

After hours support information:

- The purpose of afterhours support is for you to communicate changes regarding officer scheduling.
- Requests to provide afterhours support should be made at least 5 business days in advance.
- Week day after hours support is available from 4:30 PM until 8:30 PM.
- Weekend, and holiday support, is available from 10:00 AM until 6:00 PM. With advance notice,
- After hours support runs \$5 for weekdays and \$6 for weekends (\$37 weekly on-call stipend) along with \$51 an hour with a 2 hour minimum. The 2 hour minimum only covers work completed during the timeframe. Additional work will be billed by the hour.

Limitation: Officers cannot, and will not, prevent on-lookers from taking pictures and shooting video. Officers will restrict access to areas based upon the City of Savannah film permit.

Cancellation inside of 24 hours requires paying the scheduled officers the 4 hour minimum for job. This does not include weather cancellations. You must provide a 2 hour cancellation notice due to changes in the weather forecast.

SPD does not permit uniformed officers, marked police vehicles, or police facilities to be depicted in filming.