



Revision Date: 12-31-25

### MILWAUKEE POLICE DEPARTMENT EXTRA-DUTY LETTER OF AGREEMENT

Email this form to [planninglogistics@milwaukee.gov](mailto:planninglogistics@milwaukee.gov) and [ehallm@milwaukee.gov](mailto:ehallm@milwaukee.gov) or send completed form to:  
Milwaukee Police Department, Planning & Logistics  
4715 W. Vliet Street, Milwaukee, WI 53208.

Upon receipt, an MPD representative will contact you with information regarding the extra-duty officer request.

#### Contractor Information

|                                     |           |                               |                       |
|-------------------------------------|-----------|-------------------------------|-----------------------|
| Name: Milwaukee World Festival, Inc |           | D.O.B.: N/A                   | Fax: 414-273-2681     |
| Email: lgrady@summerfest.com        |           | Contact Person: Lindsey Grady |                       |
| Address: 639 E. Summerfest          |           | Phone: 414-270-6521           | Mobile Phone:         |
| City: Milwaukee                     | State: WI | Zip Code: 53202               | Email (if different): |

|   |                            |
|---|----------------------------|
| Contact Person at Job Site During Event: Derrick Harris | Mobile Phone: 414-218-9279 |
|---|----------------------------|

|  |                            |                      |
|--|----------------------------|----------------------|
| Job Location: 200 N. Harbor Drive, Milwaukee WI, | Job Start Date: 05/01/2026 | End Date: 11/01/2026 |
|--|----------------------------|----------------------|

|   |  |  |
|---|--|--|
| Nature of Job<br><input checked="" type="checkbox"/> Security <input checked="" type="checkbox"/> Traffic <input type="checkbox"/> Other (specify): | Job Start Time:<br>Varies by event am/pm | Job End Time:<br>Varies by event am/pm |
|---|--|--|

|  |  |  |
|--|--|--|
| Day(s) of the Week:<br><input checked="" type="checkbox"/> MON <input checked="" type="checkbox"/> TUE <input checked="" type="checkbox"/> WED <input checked="" type="checkbox"/> THU <input checked="" type="checkbox"/> FRI <input checked="" type="checkbox"/> SAT <input checked="" type="checkbox"/> SUN | Recurring Event?<br><input type="checkbox"/> YES <input type="checkbox"/> NO | Predicted Attendance:<br>Varies by event |
|--|--|--|

Number of Personnel Requested (Minimum staffing levels for each event will be determined by MPD for each job)

\_\_\_\_\_ Police Officers

\_\_\_\_\_ Motorcycle Officers

\_\_\_\_\_ Sergeants (Required if 3+ Officers)

\_\_\_\_\_ Lieutenants (Required if 2+ Sergeants)

Minimum number of hours per employee: 3

Additional Police resources or equipment requested (bicycle, squad, etc.):

All staffing levels and resources to be determined based on event needs.

Please provide a complete description of the job/event and the requested duties of the officers:  
This agreement covers concert and special event security and traffic control services.  
The number of personnel requested will vary based on the predicted attendance and operational needs of each event.  
Assigned officers will support public safety, traffic management, crowd control, and law enforcement functions in coordination with Milwaukee World Festival, Inc. security

Address for invoice to be sent (if different than contact address);

Same as contractor address Attention: Derrick Harris

Job Information

This Agreement ("Agreement") is entered into this 1 day of MAY, 2026,  
(day) (month) (year)

between Milwaukee World Festival, Inc.,  
(full name of business entity or person)

located at 639 E. Summerfest Place, Milwaukee, WI, 53202,  
(numerical street address) (city) (state) (zip code)

("Contractor"), and the City of Milwaukee, acting by and through the Milwaukee Police Department, located at 749 W. State Street, Milwaukee, WI 53233 ("City").

## Terms and Conditions

The parties agree to the following Terms and Conditions:

1. **Expiration.** This agreement is effective May 1, 2026 and shall terminate November 1, 2026
2. **Execution.** This agreement must be executed by both parties prior to any staffing of MPD off-duty personnel to a temporary job site.
3. **City Ordinance.** The Contractor and job site must be in compliance with the restrictions and provisions within Milwaukee Municipal Code Chapter 312-26. <http://city.milwaukee.gov/ImageLibrary/Groups/ccClerk/Ordinances/Volume-3/CH312.pdf> All extra-duty employment job sites under this Agreement are subject to all applicable rules, regulations, procedures, and policies as may be established by the City of Milwaukee.
4. **Liability.** Officers will be covered by the City of Milwaukee Workman's Compensation Insurance only if performing a law enforcement related function at the time of injury. Otherwise, to the extent caused by Contractor (or its employees or officers) and/or covered by Contractor's insurance, the Contractor will hold harmless the City of Milwaukee from any and all claims or liabilities resulting from employment, and indemnify the City for any loss due to any injury of its personnel again to the extent caused by Contractor (or its employees or officers) and/or covered by Contractor's insurance.
5. **Application.** All applications must be made at least 10 days in advance of the event. Applications received less than 10 days in advance will be reviewed on a case-by-case basis. All requests are subject to approval by the Chief of Police or designee.
6. **Requested staffing.** Requested staffing levels are subject to review. Each application will be reviewed to determine the correct staffing levels. Staffing levels are based upon a variety of factors, to include, but not limited to, the following: estimated attendance, the sale and/or consumption of alcoholic beverages on the premises, previous event history, physical layout of the site, traffic and/or parking issues, and general crime trends in the vicinity.

7. **Employment Coordination.** Officers will be assigned to events based on MPD procedures. Requests for specific officers will not be honored. If no officers, or insufficient officers, volunteer for the job, the Contractor will be notified no less than 24 hours in advance of the start of the job. If an officer was scheduled to work at a job site and did not report, the Contractor or its agent should immediately notify Tactical Planning & Logistics.
8. **Performance of Duties.** Officers are subject to all Milwaukee Police Department Code of Conduct and other policies.
  - a. Officers will wear their authorized department uniform and be equipped with all equipment issued directly to them at all times.
  - b. Officers will not provide civil legal services or act as a witness to civil legal proceedings.
  - c. Officers cannot be put in a position to determine who is admitted, served or ejected from an establishment or event. Officers will not operate metal detectors or otherwise perform searches of people entering the business or event.
  - d. Officers will be assigned to events based on MPD procedures. Requests for specific officers will not be honored.
  - e. Officers will confine their duties to those of a law enforcement nature and will enforce all local ordinances, state and federal laws.
  - f. Officers cannot enforce the rules and regulations of the Contractor that are not otherwise a violation of law.
  - g. Officers will not get involved in any contractor/employee dispute unless there is a violation of law.
  - h. Officers will not make any record check of any individual except during investigation of potential ordinance or statute violations.
  - i. The Contractor and/or its agent will not interfere and/or attempt to influence decisions or actions made by extra-duty personnel.
  - j. The Contractor and/or its agent have no authority over police personnel and are restricted to providing only a general assignment of duties to be performed by the officer(s).
  - k. Officers will not be paid or otherwise compensated at the jobsite.
9. **Criminal Prosecution.** The Contractor must cooperate fully in the identification, apprehension and prosecution of any person involved in any crime that occurs at any extra-duty employment site while staffed by MPD personnel pursuant to this Agreement.
10. **Inspection.** All work sites pursuant to this Agreement are subject to onsite inspection and review by the Chief of Police or designee. The Chief of Police or designee has the right to view and assess the demeanor of all MPD employees to ensure compliance with the MPD Code of Conduct.
11. **Liability.** The City and the Contractor, respectively, shall be solely liable for all acts undertaken by their employees, agents, and officers.
12. **Emergency Activation.** All officers are subject to recall from an extra-duty employment job site in the event of an emergency as determined by the Chief of Police or designee.

13. **Cancellation by the City.** The Chief of Police or designee may cancel or terminate any extra-duty, temporary work assignment under this Agreement when deemed appropriate by the Chief of Police or designee. The City reserves all rights to cancel this Agreement for possible conflicts of interest per Milwaukee Municipal Code Chapter 312-26 as amended. Under such circumstances, the Contractor will be notified immediately.
14. **Cancellation by the Contractor.** Cancellation requires 3 days notice. If notice is not received at least 3 days in advance of the start of the event, officers who had been assigned will be compensated for 3 hours at the listed rate.
15. **Administrative fee.** A 10% administrative fee for billing expenses and overhead will be added to the total invoice.
16. **Compensation to the City.** The City shall be compensated for assigned MPD officers in accordance with this Agreement at the max overtime rate for each officer or requested rank assigned. If officers remain on the job site longer than initially anticipated, the Contractor will compensate the City for all time worked. Officers will not be paid at the jobsite. Contractors will receive an invoice after the event once officer(s) timesheets have been received and processed, approximately 30 days after the event. See table under "Minimum Fee" Section 18 for rates.
17. **Minimum Fee.** The minimum time charge for any event is three (3) hours. Compensation to the City will be based upon the contractual wages of the assigned officer(s) or requested rank at the time of the event(s) included in the Agreement. The current wages are as listed:

**18. Current Charges by Rank.**

|  |          |          |
|--|----------|----------|
| Police Officer   | \$ 75.14 | per hour |
| Motorcycle Officer   | \$ 75.51 | per hour |
| Supervisor ( <i>required for every three officers</i> )                  | \$ 80.07 | per hour |
| Lieutenant ( <i>required when two or more supervisors are required</i> ) | \$ 89.97 | per hour |

\*A 10% administrative fee will be added to the total invoice. If a request is made for a position/rank that is not listed above, you will be billed at the max overtime rate for the requested position.

19. **Other Applicable Fees.** If additional police resources or equipment are requested, additional fees will apply. These fees will be determined prior to the execution of this Agreement. Further, if officers are required to remain on the job site longer than originally anticipated, the Contractor will compensate the City for all time worked.
20. **Invoice.** Contractor will receive an invoice from the City. Contractor may elect to pay invoice through ACH provided an ACH agreement is in place one month prior to the event.



## **Addendum to 2026 Extra Duty Letter of Agreement**

This Addendum ("Addendum") is incorporated into the Extra Duty Employment Statement of Intent ("2026 Extra Duty Agreement") made as of this 1st day of May 2026, by and between Milwaukee World Festival, Inc. ("MWF"), a not-for-profit 501(c)(3), and the City of Milwaukee (the "City").

Whereas MWF and the City are parties to a lease agreement for the Henry Maier Festival Park dated January 1, 2001, amended by a First Amendment to Lease Agreement, effective February 1, 2005, and by a Second Amendment to Lease Agreement, effective January 6, 2010 (collectively, as amended, the "Lease Agreement"), that remains in effect as of the date of this Addendum.

Whereas, pursuant to Section 3.A. and Exhibit O-4 of the Lease Agreement, MWF is required to pay to the City the Supplemental Service Fee in 2026 of \$176,834.00, which is intended to offset a portion of the costs of public safety services provided by the City.

Whereas the anticipated costs for the Milwaukee Police Department's services provided under the 2026 Extra Duty Agreement are expected to exceed \$176,834.00.

Now, therefore, in consideration of the promises and other good and valuable consideration hereinafter set forth, the parties agree as follows:

The amount owed for services due under the 2026 Extra Duty Agreement shall be credited in the amount of \$176,834.00 in acknowledgment that the Supplemental Service Fee is intended to pay for a portion of the services provided under the 2026 Extra Duty Agreement.

Notwithstanding the provisions of Section 21.b. of the 2026 Extra Duty Agreement, any invoice issued by the City will be due and payable by Contractor within 30 days of the date of the invoice.


IN WITNESS WHEREOF, the parties have executed this Addendum to 2026 Extra Duty Letter of Agreement on the day and year first above written with the intent that it be attached to and incorporated into the 2026 Extra Duty Agreement.

CITY OF MILWAUKEE

\_\_\_\_\_  
Police Chief Jeffrey Norman Countersigned:

\_\_\_\_\_  
Bill Christianson City of Milwaukee Comptroller

MILWAUKEE WORLD FESTIVAL, INC

  
\_\_\_\_\_  
Lindsey Grady General Counsel and Chief Administrative Officer