



REQUEST FOR OFF-DUTY POLICE OFFICER SERVICES

Employer/Business Information

Employer/Business Name: _____

Business Type: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Billing Information

Billing Rate: \$40/hour; \$55/hour for City-approved holidays

Police Vehicle: Additional \$3/hour (upon approval)

Billing Name (If Different from Above): _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell: _____

Email: _____

Detail Information

Date of the Detail: _____ Time: _____

Number of Officers: _____ Police Vehicle: Yes No Alcohol Served: Yes No

Was a Special Events Permit issued? Yes No

I understand there is a 3-hour minimum service charge for police details. To avoid any service charge in the event this detail is cancelled, I am responsible for providing notification during office hours directly to the Detail Coordinator or after hours to the on-duty Patrol Watch Commander at least two (2) hours prior to the start time. Some details may require a Detail Supervisor based upon the number of officers requested and/or the nature of the event. Detail Supervisor rates are \$45/hour or \$60/hour for City-approved holidays.

Authorized Signature: _____ Date: _____

Detail Administrator Approval: _____

Vehicle/Alcohol Chief Approval: _____