

# OFF DUTY REQUEST FORM



Date Request Received: \_\_\_\_\_

EVENT: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

ESTIMATED ATTENDANCE: \_\_\_\_\_ ALCOHOL:  YES  NO

# OF OFFICERS: \_\_\_\_\_

BASIC SECURITY  TRAFFIC CONTROL # OF VEHICLES REQUIRED \_\_\_\_\_

OTHER: \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact Number \_\_\_\_\_ Email \_\_\_\_\_

Alt Name \_\_\_\_\_ Alt Number \_\_\_\_\_

*The hourly rate for off duty work is \$30.00 per hour. There is a three (3) hour minimum. If more than four (4) officers are required for an event the fifth (5<sup>th</sup>) officer must be a supervisor with an hourly rate of \$35. The hourly rate for working an off duty job on Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day, and Easter Sunday will be \$35 per hour/officer \$40 per hour/supervisor. **Payment is to be made directly to the Officer on the day of the event.** The Boerne Police Department is the sole determiner of how many officers will be required at the event. Estimated number of attendees and if alcohol is present are some of the determining factors in the number of officers required. For events involving alcohol there is a 2 officer minimum- no exceptions.*

*The City of Boerne charges \$25 for the first hour and \$5 per hour for each additional hour a Patrol Vehicle is used for traffic control at an off duty job. The Boerne Police Department is the sole determiner of whether a Patrol Vehicle is necessary and if so, how many are needed. The fee is assessed per vehicle. You will be billed **after your event** for the Patrol Vehicle fee.*

*If you have any questions, please contact Records at the Boerne Police Department 830.249.8645.*

## **IMPORTANT INFORMATION REGARDING YOUR RESPONSIBILITY IN THIS REQUEST:**

*By signing this, you agree that this is a binding agreement between you/your organization and the off duty officer(s) that is assigned to your event. These officers take great pride in assisting in off duty assignments and adjust their personal schedules to accommodate your event needs. You understand that if you make changes to the assignment or cancel within 48 hours of your scheduled event, you are still responsible for the 3 hour minimum charge to each officer you originally requested. You are the only authorized person that can make changes to or cancel an off duty assignment. If an officer(s) is released early from an event and no advanced notice was given 48 hours prior, you are still responsible for paying the officer(s) for all hours they were scheduled to work.*

*NOTE: While unusual, if the officer(s) working a security event witness a criminal event he/she will be required to take immediate action. This may take the officer(s) away from your event, if this does occur you would only be charged for the hours actually worked for you event. Also, an officer could be called back to work in times of emergency, (i.e. natural or manmade disasters.)*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Office use only:

Received By: \_\_\_\_\_ Date: \_\_\_\_\_