

Off-Duty Assignment Request Form

Date: _____

Name: _____

Main Phone: _____

Alternate Phone: _____

Name of the Event: _____

Date of Event: _____

Location of Event: _____

Type of Event: _____

Beginning time of event: _____

Expected of Attendees: _____

Ending time of event: _____

Will alcoholic beverages be consumed or dispensed: Yes No

Name of the on-site contact person (If different from above): _____

Main Phone: () _____ Alternate Phone: () _____

Number of Officers that you are requesting: _____

Arrival Time for Officer(s): _____ Departure Time for Officer(s): _____

What will the officer(s) assignment be (Check all that apply): Security Traffic Other (Specify) _____

Police Equipment Requested: Patrol Car Boat Canine

Details, such as special or large-scale events, that necessitate advance planning may require the assignment of a Special Event Police Coordinator, who will be compensated at the rate of \$51.50 per hour.

Job cancellations must be made at least 24 hours prior to the scheduled starting time of the detail. Cancellations must be called in to the Off-Duty Employment Office at (305) 891-0294 ext. 24116, from 9:00 a.m. – 5:00 p.m., Monday through Friday, excluding holidays. If you are unable to call during the listed hours, please call Communications at (305) 891-0294 ext. 24203. Payment for a minimum of three (3) hours per officer/supervisor shall apply to cancellations not meeting this requirement.

Send this document signed to Briana Belcher, at least, three (3) days in advance of your event, via email to: bbelcher@northmiamipolice.com or via fax to: (305) 893-2707. If you should have any questions, please contact Briana Belcher at (305) 899-2470. Upon signing this form, you agree to the aforementioned requirements.

Signature

Date

FOR OFFICE USE ONLY:

Job #: _____ Date Received: _____
