

## Off-Duty Assignment Request Form

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Main Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

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 Boat  Police K-9  Police Vehicle

Our regular rate is **\$35/hr.**, with a **3 hours minimum per officer**. 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 **\$41.50 per hour**.

**Job cancellations must be made at least 24 hours prior to the scheduled start time of the detail.**

Cancellations must be called in to the Off-Duty Employment Office at (305) 891-0294 ext. 24116, or ext. 24115 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.

Sign and send this document to Briana Belcher, at least, three (3) days in advance of your event, via email to: [bbelcher@northmiamipolice.com](mailto:bbelcher@northmiamipolice.com) or via fax to: (305) 893-2707. If you should have any questions, please contact Briana Belcher at (786) 566-7397 or (305) 891-0294 ext. 24116. **Upon signing this form, you agree to the aforementioned requirements.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

FOR OFFICE USE ONLY:

Job #: \_\_\_\_\_

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

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_