



Mooresville Police Department

Request for Extra Duty Police Officer(s)

Rules and Regulations

- Officers will be in Police Uniform unless specified otherwise.
- Payment is expected up-front at the time of the event.
- Businesses may pay by check; private parties/individuals must pay in cash.
- Once an officer(s) is scheduled, 48 hrs. notice is required for cancellation. If less than 48 hrs. notice is given, vendor/individual is required to pay the **Full Amount** owed as agreed on the original request. **Vendors, please note, whomever makes the request and signs this form is responsible for the fee should there be a cancellation.** One officer is required per 150 people **including children of any age**. (Therefore, if 151 people are scheduled to attend an event, 2 officers are required, 301 people scheduled to attend, 3 officers are required, etc.) Events requiring more than 3 officers, also require a Supervisor be present in addition to the officers.
- Rates of pay - Minimum charge is 3 hours per officer
 - \$30.00 per hour – Officers
 - \$40.00 per hour – Supervisors
 - \$40.00 per hour – Officers Holiday Pay
 - \$50.00 per hour – Supervisor Holiday Pay
- Holidays per the Town Calendar are as follows:

○ New Year's Day	○ Memorial Day	○ Veterans' Day	○ Christmas Eve
○ MLK Birthday	○ Independence Day	○ Thanksgiving Day	○ Christmas Day
○ Good Friday	○ Labor Day	○ Black Friday	○ Easter

Non-Holiday:
 Number of Officers Requested: ___ @ \$30p/h Total Amount: \$ ___
 Number of Supervisors Requested: ___ @ \$40p/h Total Amount: \$ ___
 Holiday:
 Number of Officers Requested: ___ @ \$40p/h Total Amount: \$ ___
 Number of Supervisors Requested: ___ @ \$50p/h Total Amount: \$ ___

In some instances, the day Town Hall is closed in observance of one of the Holidays listed above is also considered a Holiday and will be billed at the higher rate.

Name: _____ Contact Number: _____

Address: _____

Email Address: _____

Event Venue: _____ Venue Address: _____

Date of Event: _____ Number of Attendees (including children of any age): _____

Start time of Event: _____ End time of Event: _____

Recurring Event: _____ Recurrence Pattern: _____

Is the officer(s) requested for traffic/security/other: _____

Describe the event: _____

If your event is recurring, it is up to you to notify us if there are any changes at least 48 hours prior to the next scheduled event.

Signature: _____

- Please complete this form and fax to: **(704) 662-8151** or you can email the form to mpdoffdutyrequests@mooresvillenc.gov. Requests **will not** be accepted without a completed form.
- Once approved, your form will be returned to you via the email address you provide above.
- If you have any questions, please call **(704) 658-9009**.

DO NOT WRITE BELOW THIS LINE

Approved: _____ Date: _____

_____ Total due at start of event: \$ _____