



Kenneth D. Johnson
Chief of Police

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INTEGRITY - PROFESSIONALISM - PARTNERSHIP - INNOVATION - COMMUNICATION - EMPOWERMENT

REQUEST TO HIRE OFF DUTY FAIRVIEW POLICE OFFICER FOR EVENT

Notice: Requests must be submitted at least thirty days prior to the scheduled event. Payment, for the hours requested, must be paid no later than 10 days prior to the event. Should the event last longer than scheduled, you will be billed for the additional time in fifteen minute increments. Each request will be reviewed by the Chief of Police or designee. The Fairview Police Department reserves the right to decline any request for the use of off-duty officers. The Fairview Police Department may request that one or more additional officers are hired (due to the nature of the event) or the request may be denied. The Cost per officer is \$65.00 per hour with a two hour minimum. Applicant is also responsible to check with Fairview's Community Development Department to determine if a Special Use Permit is required for this event.

Today's Date: _____ Date of Event: _____

Hours of the Event (From/To): _____ Number of Officers Requested: _____

Name of Organization or Person Making Request: _____

Address: _____ City: _____ Zip: _____

Contact Phone Number: _____ Alternate Number: _____

Describe the Event and Why You Need a Police Officer Present (Use additional paper if necessary):

Agreement: The undersigned is seeking to hire one or more Fairview Police Officer(s) for the above described event. I/we understand that the officers are employees of the City of Fairview and are acting in an official capacity as a fully commissioned police officer and are subject to all the rules and regulations of the Fairview Police Department and laws of the State of Oregon. Should the event go beyond the pre-arranged times listed in this agreement, I/we agree to pay for the additional time, in fifteen minute increments, at \$65.00 per hour per officer. On duty personnel will not be used in the unlikely event an officer becomes ill and cannot work the event. If a last minute injury or emergency prevents an officer from working this event I/we will receive a refund. Cancellation within ten days of the event will result in a refund minus a \$100 administrative fee. Cancellation within 48 hours of the event will result in a forfeiture of the amount paid unless waived by the City Administrator.

Printed Name of Person Making Request: _____

Signature of Person Making Request: _____

Review by Chief of Police: Request Approved Request Denied

Chief of Police Signature: _____