



Off Duty Officer Request Form

Name / Type of Event: _____ Event Date(s): _____
Event Location: _____ Event Times(s): _____
Time Officers are Requested: _____ # of Officers Requested: _____
Type of Duty: ___ Traffic ___ Security
Will alcohol be served: ___ Yes ___ No / Will alcohol be catered? ___ Yes ___ No
Employer Name: _____ Phone: _____

Initial beside each of the following guidelines acknowledging these standards for off duty officer employment:

- ___ I agree to pay the amount of \$60 per hour (4 hour minimum) to each individual officer hired for the job of security. If 4 or more off duty officers are hired, a supervisor is required by department policy in addition at the supervisor rate of \$65 an hour (4 hour minimum).
- ___ I agree to pay the amount of \$65 per hour (4 hour minimum) to each individual officer hired for the job of directing traffic / traffic control. If 4 or more officers are hired, a supervisor is required in addition at the supervisor rate of \$70 an hour (4 hour minimum).
- ___ I agree to pay the amount of \$70 per hour (4 hour minimum) to each individual officer hired that works the following Holidays – New Year’s Eve /Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving Day / Black Friday, Christmas Eve and Christmas Day. If 4 or more officers are hired, a supervisor is required in addition at \$75 an hour (4 hour minimum).
- ___ I understand that 2 officers are required when alcohol is served. Number can change depending on group size.
- ___ I understand when alcohol is served at an approved city park event at least 1 additional officer is required per each additional 100 patrons, or more or less as determined by the police department.
- ___ I understand that only law enforcement related duties will be performed, NO “house rules” can be enforced.
- ___ I agree that off duty officers work under the authority of the McKinney Police Department and its supervisors.
- ___ I understand that in a case of extreme emergency officers may be called away from the assignment.
- ___ I agree to contact the coordinator listed below prior to the event to confirm officers have been assigned.
- ___ I agree to contact the off-duty employment coordinator (listed below) within 24 hours prior to the date of the assignment in the event of cancellation.
- ___ I understand that failure to cancel prior to 24 hours before the event will constitute a final agreement to compensate the off-duty officer(s).

Employer Signature: _____ Date: _____

Return this form to: McKinney Police Department, Attn: Todd Lowry (Coordinator)
2200 Taylor Burk McKinney, Texas 75071
or e-mail to tlowry@mckinneytexas.org / fax 972-547-2798

Department Approval:
Division Commander _____ Approved _____ Denied _____