



## Off-Duty Police Officer Work Request:

### 1. Information

Van Meter Police Officers are available to work assignments for members of the public and organizations as needed for security and other purposes. To request an officer, please fill out this form and verify that the requirements for hiring an officer will be met prior to the work being available for assignment to officer(s). Please see below for requirements set by the Van Meter Police Department for employment of off-duty officers.

### 2. Rules

The following information from all prospective employers shall be on file with the Van Meter Police Department at all times and shall be reviewed annually:

- Each officer shall be paid \$50 per hour with a two-hour minimum for the job.
- Officers working off-duty during any of the following holidays shall be compensated at a rate of \$90.00 per hour for the length of the job: New Year's Eve, New Year's Day, Martin Luther King Jr. Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Friday following Thanksgiving, Christmas Eve, Christmas Day.
- Payment is expected to be received at the conclusion of the job, directly to the officers, unless other arrangements are made prior to the start of the job, as indicated below; if hours exceed prepaid total, an invoice will be mailed by the department.
- If a prospective employer cancels the job within the 72-hour bumping deadline, they will be responsible for a two-hour minimum pay out to each off-duty position requested. The-72-hour period is considered to start at noon on the third day preceding the job.
- Once off-duty officers show up at an off-duty job, they will be paid for the entire contracted time. Officers will not be allowed or expected to participate in any activity which is not security or police-related.
- If a particular job cannot be filled by a Van Meter Police Officer, the job may be offered to officers of neighboring departments.
- A good faith effort will be made to fill the requested job position(s) but neither the City of Van Meter nor the Van Meter Police Department are under any obligation to fill the positions. If the job cannot be filled for any reason, the prospective employer will be contacted by phone and informed of such at least 24 hours before the job is to begin.
- No half hours will be counted all requested times will be in full hours. (EX: 6pm to 10pm)

Questions may be directed via email to [Mbrown@vanmeteria.gov](mailto:Mbrown@vanmeteria.gov) or by phone at (515) 218-6534.

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### 3. Prospective Employer or Business Name\*

### 4. Contact Name\*

### 5. Contact Phone Number\*

### 6. Contact Email Address

### 7. Please describe the type of event. Examples of types of events include birthday parties, dances, gatherings, celebrations, and other events where a police presence is requested.

### 8. Event Site Name\*

### 9. Event Site Address\*



10. Event Date\*

11. Officer Start Time\*

12. Officer End Time\*

13. Number of Officers Requested\*

14. Please provide any additional information that would be helpful for scheduling the officer. This may include complex schedules for multiple officers starting and ending at different times.

15. By submitting, I acknowledge that I have read and agree to comply with the conditions and requirements as listed for hiring a police officer to work in an off-duty capacity. I understand that a representative of the department will contact me via telephone or email during normal business hours to confirm the requested service. \*

I agree to these terms.

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Signature

Date