

**Louisville Police Department
Extra Duty Officer Application & Contract**

Contact Person:	Business Name:
Phone:	Business Address:
Email:	Type of Event:
Date(s) Requested:	Hours:
Number of Officers requested:	Location Officers report to:
Contact person, day of event:	Contact phone, day of event:

I understand and agree to the following:

- There is no guarantee that the Louisville Police Department will be able to provide the services applied for in this application.
- Should a police emergency arise, the officers are subject to recall and a refund for hours not worked will be made if applicable.
- This agreement constitutes a financial contract.
- If a permit is required, please include with this contract, any maps or routes that have been submitted with the permit request.
- Fee Schedule-\$84/hour/officer/assignment with a 2-hour minimum per officer. \$103/hour/event commander/assignment with a 2-hour minimum.
- Some assignments require the use of a marked patrol car. Each marked patrol car is an additional charge of \$55/car/day.
- If an event requires four or more officers, you will be required to have and pay for an additional event commander position at the event.
- Cancellation Policy – at least 24 hours prior to the start time. Cancellations can be made by calling the on-duty supervisor at 303-441-4444.
- Payment is due upon receipt of the invoice. Failure to pay is a breach of this agreement. Requesting Party agrees to pay the City of Louisville reasonable attorney's fees and costs associated with the enforcement of this agreement, whether or not legal proceedings are instituted. An officer working extra duty is still considered a City of Louisville police officer. The officer's primary responsibility is to protect life and property, to keep the peace, and to enforce local, state, and federal laws. Extra duty assignments are an extension of a sworn employee's departmental responsibilities and are conditioned upon vested police powers. Officers working extra duty are subject to Police Department policies and procedures, and are required to observe the Department's standards of conduct.

Signature: _____ Date: _____

DEPARTMENT USE ONLY - DO NOT WRITE BELOW THIS LINE

Permit Required? ☐ Yes ☐ No Approved ☐ Not approved ☐

Signature: _____ Date: _____

Operations Division Chief (or designee)

Officer(s) assigned	Date:	Hours schedule	# of hours actual
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1.
2.
3.
4.
5.

of cars assigned/used: _____

I certify that the officers/cars listed above worked the number of hours shown.

Signature: _____ Date: _____