



**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 \$40 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 \$50 an hour (4 hour minimum).
- \_\_\_ I agree to pay the amount of \$45 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 \$50 an hour (4 hour minimum).
- \_\_\_ I agree to pay the amount of \$50 per hour (4 hour minimum) to each individual officer hired that works the following Holidays – New Year’s Eve /Day, Easter, Memorial Day, 4<sup>th</sup> 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.
- \_\_\_ 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 officer is required per 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: Keith Coleman (Coordinator)  
 2200 Taylor Burk McKinney, Texas 75071  
 or e-mail to [kcoleman@mckinneytexas.org](mailto:kcoleman@mckinneytexas.org) / fax 972-547-2798

**Department Approvals:**

Division Commander	_____ Approved	_____ Denied	_____
Assistant Chief	_____ Approved	_____ Denied	_____