



REQUEST FOR POLICE OVERTIME DUTY:

Sgt. Mike Quinn

219 W. Howry Ave.

DeLand, FL 32720

Phone: 386-626-7444

Fax: 386-740-6842

Email: Quinnm@deland.org

The following guidelines have been approved by the DeLand Police Department and apply to all individuals, groups and organizations requesting police security at a city property/facility.

Police Overtime Rate:

Site: \$40.00 per hour, 2 hour minimum

Rules and Guidelines:

- An individual, group or organization must complete an application and return to Police Department for review and processing no later than two weeks prior to the event date.
- Submission of an application does not guarantee that an officer will be available for the request. A confirmation from a representative from the Police Department will contact the applicant after the review process has been completed to inform about officer availability.
- No officer may volunteer time or work off duty in an official security capacity if police security is required by the venue or the DeLand Police Department, unless otherwise stated.
- Overtime costs will be invoiced unless the request is cancelled or rescheduled 24 hour or more in advance of the requested event date. A reschedule requires a new application to be completed and submitted unless otherwise noted.
- All fees due must be paid upon receipt of an invoice generated by the Finance Department. This invoice is typically generated after the event in accordance with the city's pay periods.

Should you have any questions or concerns, please contact the Police Department at the number above.

(Information continues on next page)

Required Information:

Contact

Name: _____

Contact

Telephone/Email: _____

Contact

Address: _____

Date

Requested: _____

Event Time

Frame: _____

Event

Location: _____

Description of Event:

Alcohol On-Site: YES NO

Signature:

By signing this document I understand the policy, procedures outlined above. I/We the applicant(s) further agree to pay for services rendered by the City.

Signature of Applicant _____

Date _____

Title of Applicant/Affiliation _____

Reviewed By: _____

**Mike Quinn, Sergeant
City of DeLand Police Department**

Date _____