

Date: _____

Mark D. Raquet
Chief of Police
Minnetonka Police Department
14600 Minnetonka Boulevard
Minnetonka, MN 55345

Dear Chief Raquet:

Our (firm/corporation) requests the assistance of your department in providing off-duty police officer(s) to furnish police services for us as outlined in the attached request.

We understand the services requested are in addition to police services normally provided and not in lieu thereof. We agree to reimburse the City at the rate of \$73.00 per hour (two hour minimum) for each off-duty officer assigned for this purpose. The officer(s) are subject to the direct supervision of the Minnetonka Police Department and will perform their functions as duly licensed police officers.

Further, we understand that if we decide to cancel this request, we must give notification by 1700 hours on the preceding day. If such notification is received after 1700 hours on the preceding day, we agree to pay a minimum of two hours at the current overtime rate per officer requested. (Notice of cancellation should be directed to the on-duty shift supervisor).

Requests must be received at the police department no later than seven (7) days prior to the day(s) needed or the request cannot be guaranteed.

Sincerely,

Signature

Name

Title

Date Submitted: _____

Request for Off-Duty Police Officer

Location Officer(s) Needed: _____

Name of Business/Organization: _____

Address: _____

City, State, Zip: _____

Person/Name of business to be billed: _____

Contact Person(s): _____ Phone # _____

Date(s) and time(s) needed: _____

Number of officers needed (per day): _____ Rate of pay per hour: \$65.00

Equipment requested: _____

Description of detail: _____



Chief of Police

Approved _____ Disapproved _____

Date: _____

02/07