



LARCHMONT POLICE DEPARTMENT

REQUEST FOR SPECIAL DUTY ASSIGNMENT

ORGANIZATION

NAME:

ADDRESS:

PHONE:

EVENT INFORMATION

DATE & TIME:

PROJECT LOCATION:

CONTACT PERSON AT EVENT:

BILLING CONTACT:

BILLING EMAIL ADDRESS:

BILLING MAILING ADDRESS:

EVENT DESCRIPTION:

NUMBER OF OFFICERS REQUESTED*:

*After reviewing this request, if it is determined that the event poses a public safety concern, additional officers may be required. The description of event should indicate the type of service requested to be performed by the officers assigned. **The fee for these services shall be \$140.00 per hour regardless of rank. There is a minimum fee of 4 hours per officer for all scheduled details. Vendor agrees to pay for all hours scheduled, regardless of hours worked, and all hours worked in excess of scheduled hours. Officers are assigned on an hourly basis and partial hours will be charged for a full hour.**

***A vehicle is mandatory and there is a \$100.00 fee for the use of a patrol vehicle. (Minimum 8hrs, additional hours at increments of 4 hours will be an additional \$50.00 per)**

NOTE: The police officer(s) assigned to this event are on duty and are subject to the rules and regulations of the Larchmont Police Department. These officers will follow the direction of their immediate supervisors and adhere to the chain of command of the Larchmont Police Department only.

I guarantee to reimburse the Village of Larchmont immediately upon receiving a bill for the above described service.

Signature

Date

_____ of _____, agrees to indemnify and hold harmless the Village of Larchmont, its agents, employees, and officers from all claims, actions, proceedings, judgements, expenses or costs arising from any action taken by a Village of Larchmont Police Officer arising from working such assignment.

Signature

Date

APPROVED

DENIED

By _____