

MOORESVILLE POLICE DEPARTMENT
Request for Extra Duty Police Officer(s)

NEW RATES EFFECTIVE JULY 1, 2023

Rates of Pay – Minimum Charge is 3 Hours Per Officer

- \$40.00/hour – Police Officers Holiday Rate – \$50.00/hour – Police Officers
- \$50.00/hour – Supervisors Holiday Rate – \$60.00/hour – Supervisors

Requirements – One Officer is required per 150 people regardless of age. One Supervisor is required for every 3 officers working the extra duty event

Number of Officers Requested – Non-Holiday: _____ X \$40/hour = \$ _____

Number of Supervisors Required – Non-Holiday: _____ X \$50/hour = \$ _____

- Request has to be submitted at least 24 hours prior to start of event.
- Payment is expected up front at the time of event in cash or check if pre-approved
- Cancellations must be made at least 48-hours in advance, otherwise full payment is required

Holidays per the Town Calendar are as follows:

<i>New Year's Eve</i>	<i>New Year's Day</i>	<i>Martin Luther King Jr Day</i>	<i>Easter Sunday</i>	
<i>Memorial Day</i>	<i>Juneteenth</i>	<i>4th of July</i>	<i>Labor Day</i>	
<i>Veteran's Day</i>	<i>Thanksgiving</i>	<i>Black Friday</i>	<i>Christmas Eve</i>	<i>Christmas Day</i>

Number of Officers Requested – Holiday: _____ X \$50/hour = \$ _____

Number of Supervisors Required – Holiday: _____ X \$60/hour = \$ _____

Requester Information

Name: _____ Contact Number: _____

Email Address: _____

Event Name: _____

Description of the Event: _____

Date of Event: _____ # of Attendees (including children) _____

Venue Address: _____

Start Time: _____ End Time: _____

Officer requested for traffic/security/other: _____

Recurring Event: Yes No If yes, please describe recurring pattern: _____

(If your event is recurring, it is up to you to notify us if there are any changes at least 48 hours prior to the next scheduled event)

Signature: _____ Date: _____

Please fax completed form to 704-662-8151 or you can email the form to mpdoffdutyrequests@mooresvillenc.gov. Requests **will not** be accepted without a completed form.

For questions please call 704-658-9009.