

**Miami Township Police Department
5900 McPicken Drive
Milford, Ohio 45150
513-248-3721
513-248-3720 (FAX)**

EXTRA-DUTY POLICE REQUEST FORM

TERMS

Standard fee is \$35.00 per hour for each officer, with a 3-hour minimum charge per officer.
Some details require use of a police vehicle which is \$10.00 per hour, 1 hour minimum.
Cancellation with less than 24 hours notice incurs a 3-hour minimum charge.
**Payment is due upon receipt of Invoice with separate payments to individual officer/s
and to 'Miami Township Police Department' for vehicle use, if needed.**

Employer: _____
Name of Requesting Company / Organization

Address: _____

City: _____ ZIP: _____

Scheduling Personnel: _____ Phone# _____

Billing Personnel: _____ Phone# _____

Billing Personnel Email: _____ Fax# _____

Work Location: _____

Work Date(s): _____
List Each Date Separately

Work Time(s): from _____ to _____

Number of Officers Needed: _____ Uniform or Plainclothes: _____ Vehicles _____

Describe nature of work: _____

Your signature below indicates acceptance of the Terms above and responsibility for payment.

Name and Title

Date

Office Use Only

General Coverage Work Permit? Yes / No

Reviewed by: _____

Approved by: _____

Permit # _____

Detail Posted: _____

Invoice Sent _____ Reminders _____

Check/s Received _____