



For NBPB Use Only

Request received by: Name: _____ Date: _____ Time: _____ Submitted by: Phone In-Person Mail Other _____
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REQUEST FOR OFF-DUTY OFFICERS

Intake Information

Request submitted by

Name: _____

Phone: _____

Address: _____

Event Information

Event Date: _____

Event Time: _____

Event Location:

Number of officers needed: _____

Time security is needed:

Start time _____ End Time _____

Event Contact Person: _____

Will alcohol be server: Yes No

Type of event: _____

Method of payment: Cash Check

Number of guests: _____

Miscellaneous Information:

Your signature on the reverse side of this form indicates understanding and acceptance of the NBPB hiring policy and hourly rate schedule.

Off-Duty Officer Policy and Hourly Rate Schedule

Officer Rate of Pay for General Security \$40 per hour with a 3-hour minimum. This will include (but not limited to) jobs such as weddings, parties, parking lot/ business security and events where the primary function is crowd/person control. Jobs requested on a recognized city holiday will be billed at \$50 per hour with a 3-hour minimum. Any event scheduled for security on NEW YEARS EVE will be billed at \$60 per hour with a 3-hour minimum.

Officer Rate for Traffic Control All extra jobs that involve traffic control will be billed at \$45 per hour with a 3-hour minimum. This would include (but not limited to) jobs such as bike races, foot races, and events where Officers must maintain a traffic control barricade and/or post. Jobs requested on recognized city holiday will be billed at \$55 per hour with a 3-hour minimum. Any event scheduled for traffic control on NEW YEARS EVE will be billed at \$65 per hour with a 3-hour minimum.

Officer Rate for Construction Lane Closures Any and all highway lane closures will be booked at \$55 per hour with a 3- hour minimum. This would include (but not limited to) any job where an Officer is required to block lanes of the highway or major roadways. Jobs requested on recognized city holiday will be billed at \$65 per hour with a 3-hour minimum. Any event scheduled for lane closures on NEW YEARS EVE will be billed at \$75 per hour with a 3-hour minimum.

Late Notices for events Jobs requested on short notice (within 1 calendar day prior to the event) will billed at an additional charge of \$10 dollars to the normal rate for that day. Example: normal rate is \$40 then the new rate will be \$50. If the rate falls on a holiday and the normal rate is \$50 then the new rate will be \$60 an hour.

Cancellations If any job is booked and then cancelled, it is the responsibility of the event coordinator to notify the New Braunfels Police Department and cancel with our department no later than 24hrs from the start of the job or the 3-hour minimum still applies to all officers that had signed up to work the event.

By signing below I acknowledge my understanding and acceptance of the New Braunfels Police Department's hiring policy and hourly rate schedule as stated above.

Signature: _____

Printed Name: _____