

**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 **\$50.00** per hour for each officer, with a 3-hour minimum charge per officer. Some details require use of a police vehicle which is **\$5.00** per hour, 3 hour minimum. **Persons requesting officers with less than 36 hours advance notice will be charged \$60.00 per hour for each officer. 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

Reviewed: \_\_\_\_\_

Approved: \_\_\_\_\_