



Request for Off Duty Officers

One of the many services the Midland Police Department provides is Off Duty Officers for various events held in the City of Midland. The Midland Police Department takes pride in offering this service to our community. However, in order to make this service successful, everyone involved must comply with Department Policy. Please read through our attached policy and instructions for requesting Off Duty Officers. Completed forms may be submitted by e-mail, fax, or delivered to the front desk at the Midland Police Department located at 601 N. Loraine.

Thank you for allowing us to be of service to you. If you have any questions or if you need assistance, please contact Elizabeth Morrison at (432) 685-7101 or emorrison@midlandtexas.gov

Sincerely,

Steve Henry
Chief of Police



Midland Police Department
Administrative Services Bureau
Standard Operating Procedures
Off Duty Policy

I. STATEMENT OF PURPOSE

The purpose of this policy is to set forth procedures for citizens to request the employment of Midland Police Department Officers in an off-duty capacity as defined in MPD General Orders Chapter 4 Section 3, II, B.

II. AUTHORITY

All requests for off-duty employment of officers are referred to the Administrative Services Bureau for evaluation and staffing as defined in MPD General Orders Chapter 4 Section 3, V, A. and in accordance with the standard operating procedure.

III. OFF-DUTY REQUEST

A. Off Duty Request Form

1. A form must be filled out and turned in to the Administrative Services Bureau 14 days prior to an event needing security.
2. The form can be picked up from the front desk or printed off of the City of Midland web page.
3. Each form is approved or denied by the Chief of Police, or his designee, based on the provided information.
 - a. If approved, security will be provided as requested.
 - b. If denied, but can be changed to gain approval, the requesting party will be given that opportunity. If the requesting party cannot comply with the Department's required changes, security will not be provided.
4. In the event security is needed before the required 14 days notice, a form must still be filled out and submitted for approval.

IV. MINIMUM STAFFING GUIDELINES

A. Non-alcohol Related Events

1. One officer per 200 attendees. Once 15 officers are utilized, the organizing officer may use their judgment for additional officers based on:
 - a. Type of event
 - b. Type of crowd
 - c. Time of day
 - d. Location of event
2. At least one supervisor must also be assigned when utilizing three or more officers.

B. Alcohol Related Events *

1. One officer per 125 attendees with a minimum of two officers per event. Once 15 officers are utilized the organizing officer may use their judgment for additional officers based on:
 - a. Type of event
 - b. Type of crowd
 - c. Time of Day
 - d. Location of Event
2. At least one supervisor must also be assigned when using three or more officers.

V. COMPENSATION

- A. Off duty security officers receive \$40.00 an hour, for a minimum of three hours.
- B. Supervisors receive \$45.00 an hour, for a minimum of three hours.
- D. Payment must be made to each individual officer before they leave the event in one of the following forms:
 1. Cash
 2. Check
- E. If payment is to be made on another date, the date should be stated on the Request Form and will be subject to approval.
- F. The Chief of Police reserves the right to hire, examine, select, promote, restore to career service positions, train, transfer, assign, and schedule officers.

**Midland Police Department
Request for Off Duty Officer(s)**

Event Information

Dates: _____ Time: _____ to _____

Event Description (i.e. Wedding Reception, Quinceañera, Concert, Site Security, etc):

Job Description (i.e. Parking Lot Security, Building Security, Traffic Control, Event Security w/Alcohol being served*, etc.):

Desired Attire for Officers (i.e. Uniform, Suit & Tie, Casual Police identifiable clothing)

Location: _____

Number of Expected Attendants: _____ Will Alcohol be present: Yes / No

Requesting Party Information

Contact Person(s): _____

Address: _____ Phone: _____

Please Indicated Payment Method :

Payment Method: Check Cash Payment will be made on: **Day of the Event**

Please read and initial/check the following:

I understand that by requesting off duty officers to work security at the above event, I agree to comply with the policy set forth by the Midland Police Department.

I understand that the Midland Police Department holds the right to approve or deny any request for off duty security based on the information provided above.

I understand that if the event is cancelled for any reason, I will call the Midland Police Department within 24 hours of the scheduled event and advise them that security is no longer needed. If I fail to do so, it will be my responsibility to pay each scheduled officer the minimum three hours guaranteed by the Department's General Orders.

I understand that the officer(s) will maintain the peace and enforce the law, but will not enforce any house rules.

I have read, understood, and agreed to all of the above statements.

Signature: _____

For Official Use Only: **Approved** **Denied** **Initials:** _____