

Midland Police Department Administrative Services Bureau Standard Operating Procedures

2 I I ' X W \ 3 R O L F \

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.

If approved, security will be provided based upon officer availability.

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 15 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 15 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.

C. Payment must be made to each individual officer before they leave the event in one of the following forms:

1. Cash
2. Check

.If payment is to be made on another date, the date should be stated on the Request) R U P D Q G Z L O O E H V

. The Chief of Police reserves the right to hire, examine, select, promote, restore to career service S R V L W W U L I R Q W I H U W U D assign and schedule officers.

Midland Police Department Request for Off Duty Officer(s)

Form must be completed entirely before being submitted for approval

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 with 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: _____

Payment

Payment Method: _____

Payment will be made on: _____

Please read and initial each of 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: _____