

BOULDER POLICE DEPARTMENT
2014 – PRIVATE EMPLOYER CONTRACT FOR OFF-DUTY POLICE SERVICES
(Shaded areas to be completed by Police Department)

I. EMPLOYER & EVENT INFORMATION

Name of Person Completing Contract:		Date:	
Title/Position:		Phone Number:	
Business/Organization Name:		Business/Organization Type:	
Business Street Address:		Business Phone Number:	
Type of Event:	Start Date of Event:	End Date of Event:	
Location of Event:		Number of Attendees:	
Hours of Assignment: From: _____ To: _____	Nature of Duties Requested:		
Special Instructions:			
Number of Officers Requested:	Number of Officers Required:	Number of Supervisors: (1 supervisor for every 5 officers)	

II. COSTS

- ▶ Contracts are valid for the length of the event, not to exceed 12 months
- ▶ Prepayment of costs is required
- ▶ Employers pay a minimum three hours per officer, per assignment
- ▶ Three calendar weeks notice is needed if the event requires 10 or more officers
- ▶ Contracts received within seven days, but more than seventy two hours, of the date of employment will be assessed a ten percent administrative fee
- ▶ Contracts received within seventy two hours of the date of employment will be assessed a twenty percent administrative fee
- ▶ The department reserves the right to refuse any request for off-duty employment not received within one week in advance of the date needed
- ▶ Contracts cancelled with less than twenty four hours notice will result in the employer incurring the three hour minimum, per officer cost

Hourly Rate (Officer): \$55.00
\$55.00 / hour (X) _____ hours, (X) _____ Officers = \$ _____
Hourly Rate (Supervisor): \$70.00
\$70.00 / hour (X) _____ hours, (X) _____ Supervisors = \$ _____
Vehicle Rate: \$50.00 / day
\$50.00 (X) _____ Vehicles = \$ _____
Administrative Fee:
= \$ _____
Total Amount Due:
= \$ _____

BPD Form 309-4 (12-09-13)