

TOWN OF BEAUFORT POLICE DEPARTMENT

215 Pollock St., PO Box 390
Beaufort, N.C. 28516
(252) 728-2141, (252) 728-3982 fax

REQUEST FOR OFF-DUTY POLICE OFFICER EMPLOYMENT

Business or other hiring agency name

Billing address

Telephone #

TERMS **Additional notes on the back of this form.**

Summary of work to be performed:

Start date/time: _____ End date/time: _____ Hours: _____

Number of officers requested: _____ @ \$32.50 per hour: \$ _____
2 hour minimum

The requesting agent agrees to the terms listed above. Payment is due in advance unless otherwise agreed upon by the Town of Beaufort Finance Department. The requesting agent also understands that Off-Duty Employment is strictly voluntary; thus, all requests may not be filled. A 24 hour notice of cancellation is required due to scheduling. Payment is due if this notice is not properly received by the Town Clerk, (252) 728-2141.

In the case of an emergency the requesting agent understands that all officers may be called back to active duty. A prorated invoice will be generated if such an instance should arrive.

Requesting Agent Date

Beaufort PD Chief Date

Beaufort Finance Office Date

Beaufort Town Manager Date