



Event Officer Request Form

Name: Email:

Phone Number: Type of Event:

Number of Officers Requested to Work the Event:

Location of Event:

Dates and Times: —

Will alcohol be served? Yes No Anticipated Number of attendees:

The Montevillo Police Department requests a fee of \$50 an hour with a 4-hour minimum for each officer. All fees and considerations must be paid for in advance. A receipt must be presented to the police department before an officer will be assigned. This document will serve as the invoice. All requests must be made 14 calendar days in advance. The basic duties of an officer while working the event will be to preserve the peace and identify potential problems at the event. Any special requests or extra duties must be submitted and approved by the Chief of Police prior to the event.

By submitting this form, I acknowledge that all information is true to the best of my knowledge and agree to the above listed statement.



Steps for this form:

1. Submit this form.
2. Await Total Amount Due from the Police Chief via email or phone.
3. Pay the Total Amount Due at City Hall or by calling 205-665-2555 x 101.
4. Take receipt to the police department or email a copy to the Police Chief.
5. Once all necessary paperwork and payments are processed, the Chief of Police will assign an officer for your event.

FOR OFFICE USE ONLY

Number of Officers:

Total number of hours officers will be required to attend:

Total due for 10.4210.41220 Code 20.0004:

City Receipt Number:

Officer(s) Assigned:

Chief of Police's Signature: