



The Beckley Police Department allows citizens and businesses to hire off-duty police officers to perform security and traffic control services. Officers are often hired to provide these services at large and small events and many other situations.

The following information is provided for persons or organizations wishing to employ Beckley Police Officers for security and traffic control needs:

1. The designated amount of **\$40.00 per hour** is the off-duty rate for the Beckley Police.
2. The Beckley Police Department reserves the right to refuse and/or discontinue off duty services that are deemed to conflict with the best interests of the Police Department.
3. The employing business/person must complete and submit an **Off-Duty Employment Application** for approval. This application must be approved by the Chief of Police or his designee before procuring the employment of Off-Duty Officer(s).
4. An employing business/person will be required to compensate the assigned officer(s) for a minimum of three (3) hours at \$40.00 per hour regardless of the duration of the assignment.
5. When an employing business/person decides there is a need to extend the time for an officer(s) to remain at the assignment beyond that which was scheduled, and the officer(s) already assigned at the site shall be compensated at the minimum established rate (\$40.00) for each hour worked. A full hour of pay shall be given for any portion of an hour worked beyond the regular scheduled time.
6. Cancellations may be made at any given time, however if a cancellation is less than 24hrs before the start of the requested time, a minimum of 3 hours will be incurred by the requesting party and paid to the assigned officer(s).

You may download the off-duty employment form to your computer or print out the form. Once fully completed please sign it and drop it off at the Beckley Police Department or you may email it to the below listed email address. You may also fax the form to 304-256-1724 Attention Captain David Farley. For further information, please contact Captain David Farley at 304-256-1707, or by e-mail at: [dfarley@beckleypd.com](mailto:dfarley@beckleypd.com).

# CITY OF BECKLEY

## POLICE DEPARTMENT

Captain David Farley  
304-256-1707

Dean R. Bailey, Chief of Police



**Form must be completed entirely before being submitted for approval**

### Event Information

**Date(s):** \_\_\_\_\_ **Time:** \_\_\_\_\_ **to** \_\_\_\_\_

**Event Description:** \_\_\_\_\_

\_\_\_\_\_

**Location:** \_\_\_\_\_

**Contact Info(name,address,phone):** \_\_\_\_\_

**Payment Method: Check:** \_\_\_\_\_ **Cash:** \_\_\_\_\_

### **Please read and initial each of the following:**

- I understand that the Beckley 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 make every effort to call the Beckley 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 of three hours at \$40.00 per hour. \_\_\_\_\_
- I understand that the officer(s) may enforce federal, state and municipal laws. \_\_\_\_\_

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

**Print name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**For official use:** Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Off duty Coordinator: \_\_\_\_\_ Chief: \_\_\_\_\_