



Hermantown Police Department

HIRING OF POLICE OFFICERS FOR SPECIAL EVENTS APPLICATION

5111 Maple Grove Road, Hermantown, MN 55811
Ph: (218) 729-1200 • Fax: (218) 729-1201

APPLICANT INFORMATION

Applicant Name(s): _____

Designated Representative: _____

Applicant Business Address: _____

Phone: _____ **Fax:** _____

Cellular Number: _____ **Email Address:** _____

TYPE OF EVENT AND DESCRIPTION OF SERVICES NEEDED

Date of Event: _____ **Start Time:** _____ **End Time:** _____

Name and Address of Location: _____

Anticipated Attendance _____ **Alcohol Served:** YES NO

OFFICER(S) REQUESTED AND RATES

Officer(s) _____ @ \$80/Hour

(School events beyond school district contract)

Officer(s) _____ @ \$100/Hour

(Other events)

NOTE: All officers working a special event assignment will receive a minimum number of hours (2) pay, even if the assignment is of a shorter duration. The Applicant is responsible for the compensation to the City of Hermantown.

APPLICATION CANCELLATION

The Applicant may cancel the request for an officer by contacting the Police Department at (218) 729-1200 at least 24 hours prior the event. If this cancellation is not made at least 24 hours prior the date and time of the event, the Applicant will be responsible for compensation to the City of Hermantown at the minimum number of hours for each officer scheduled.

TERMS OF SERVICE

The Applicant has no authority over police personnel and is restricted to provided only general assignment of duties to be performed by an officer working extra duty. The officer working extra duty remains under the exclusive control of the City of Hermantown. An officer may be recalled at anytime to an on-duty status. The officer working extra duty is always subject to the rules and policies of the City of Hermantown and the Hermantown Police Department and all federal, state and local laws.

UNSCHEDULED HOURS

If an officer works additional hours (e.g. makes an arrest while working a special event), the Applicant will not be responsible for payment of additional costs. If any officer works additional hours at the request of Applicant, the Applicant will be billed accordingly.



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PAYMENT METHOD

The Applicant will be billed by the City of Hermantown for services rendered and must make payment upon receipt of billing in the form of cash, check, cashier's check, or money order. No officer is allowed to accept monies from an Applicant.

The undersigned hereby acknowledges that I have read and understand the Application and further agree that I will abide by and be subject to these terms and conditions in all respects.

Applicant Signature: _____

Date: _____

Return this completed application to:

**City of Hermantown Police Department
5111 Maple Grove Road
Hermantown, MN 55811**

Tennessee Warning - Data Practice Advisory

Some or all of the information that you are asked to provide on the attached application is classified by state law as either private or confidential. Private data is information, which generally cannot be given to the public, but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data. Our purpose and intended use of this information is to consider your application. You are not legally required to provide this information. You may refuse to provide this information. The consequences of supplying or refusing to supply data are that your application may not be considered or it may be denied. Other persons or entities may be authorized by law to receive the information.



OFFICE USE ONLY

Application is Granted Not Granted

Fee Paid: _____ **Fee Paid By:** Cash Check Money Order Cashier's Check

Approved by: _____ **Date:** _____

Signature: _____