



City of Inver Grove Heights Police Department

8150 Barbara Ave, Inver Grove Heights, MN 55077

(651) 450-2525

Fax (651) 450-2543

Extra-Duty Police Services Application

EVENT INFORMATION

Service Location: _____

Date(s) Services needed: _____

Hours Services needed: _____

Number of Officers needed: _____

APPLICANT INFORMATION

Contact Person: _____

Contact Number: _____

Contact Address: _____

BILLING INFORMATION

Billing Name: _____

Billing Address: _____

Federal ID or Social Security #: _____

APPLICANT NOTICE

The applicant is hereby notified of the following:

- The City of Inver Grove Heights is **NOT** obligated to provide extra-duty police services.
- The City of Inver Grove Heights reserves the right to deny an application for extra-duty police services.
- This application is for extra-duty police services only and does not exempt an applicant from obtaining other necessary City of Inver Grove Heights permits for events.
- An applicant has no authority over police personnel and is restricted to providing only a general assignment of duties to be performed by the officer working extra-duty. Those assignments shall never supersede City or Department policy or procedures.
- Compensation for extra-duty services shall be paid for by the applicant.
 - The City of Inver Grove Heights will bill the applicant the proper number of extra-duty service hours worked by the officer(s) minimum hours worked will be **3-hours**.
 - An extension of an extra-duty shift may occur, at the request of the applicant or for a report call for service occurring/related to the shift. The extension shall be compensated per the $\frac{1}{4}$ **hour** by the extra-duty applicant, not the City.
- Officers working extra-duty:
 - Remain under the exclusive control of the City, an officer may be recalled at any time from extra-duty to an on-duty status.
 - Are always subject to the rules and policies of the City of Inver Grove Heights and the Police Department, the laws and Constitution of the United States, and the state of Minnesota. Any conflicting rules an applicant has for an officer working extra-duty will be determined by the Department.
 - Are not permitted to receive cash from anyone associated with the extra-duty event for any reason.
 - Will handle police calls for service that pertain to the extra-duty assignment brought to their attention. If a call for service requires a report, the report shall be completed in a timely manner pursuant to department policy. If an arrest occurs, an officer may need the extra-duty shift extended for completion of reports (see the compensation of extension above).

I understand and agree to the terms listed in this Application for Off-Duty Police Services

Applicant Signature: _____ Date: _____

Return Completed Application to: sergeant@ighmn.gov