The City of Lynchburg, Virginia

Lynchburg Police Department
Off Duty Police Officer Request Form

Name: _____ D.O.B. _____

Organization: _____

Billing Address: _____

City/State/Zip: _____

Phone # _____ Cell # _____ E-Mail: _____

Event Description: _____ Alcohol at Event? Yes or No _____

Date(s) of Event: _____ Hours of Event: _____

Location of Event: _____

Number of Officers: _____

Reason for Police Officers/ Duties: _____

Pay Rates and Information

3 hour minimum per officer per request
$35.00 per hour per officer / $37.00 per hour per Supervisor (Events requiring 4 or more officers)
$50.00 / $52.00 per hour per officer - Less than 48 hours notice
$65.00 / $67.00 per hour per officer - Less than 24 hours notice

An invoice from the City of Lynchburg Billings and Collections will be sent to the above Billings Address. No payments should be made directly to the officer.

*** An event requiring an ABC License MUST have this request submitted at least 21 days prior to the event. The LPD will notify you if, at 7 days from your event, we do not have officers signed up to work your event. All other events require at least 14 days notice prior to the event.

Cancellation of request less than 48 hours from start time will result in a 3 hour minimum pay for all assigned officers.

I certify that I am at least 18 years of age and have the authority to request LPD officers for the event listed above. I acknowledge that the Lynchburg Police Department is under no obligation to provide off duty officers for this event. It is understood that the off duty officer(s) may not be able to appear at the event or may have to leave the event before its conclusion if the officer(s), in the opinion of the Lynchburg Police Department, are needed to respond to an event requiring the presence of the police.

Signed: _____ ***Date:*** _____