



## Request for Off Duty Officers

One of the many services provided by the Midland Police Department to our citizens is the allocation of off duty officers for various events held in the City of Midland. The Midland Police Department takes pride in offering this service to our community. However, in order to ensure the program's continued success, it is imperative that all participants comply with established Department policy. Please thoroughly review the attached policy and instructions for the request of Off Duty Officers. Completed forms may be submitted by e-mail, fax, or delivered to the front desk at the Midland Police Department located at 601 N. Loraine.

Thank you for allowing us to serve you. If you have any questions or require assistance, please contact Elizabeth Morrison at (432) 685-7101 or [emorrison@midlandtexas.gov](mailto:emorrison@midlandtexas.gov)

Sincerely,

Seth Herman  
Chief of Police



# Midland Police Department Administrative Services Bureau Standard Operating Procedures

## Off Duty Policy

### I. STATEMENT OF PURPOSE

The purpose of this policy is to set forth procedures for citizens to request the employment of Midland Police Department Officers in an off-duty capacity as defined in MPD General Orders Chapter 4 Section 3, II, B.

### II. AUTHORITY

All requests for off-duty employment of officers are referred to the Administrative Services Bureau for evaluation and staffing as defined in MPD General Orders Chapter 4 Section 3, V, A and in accordance with the standard operating procedure.

### III. OFF DUTY REQUEST

#### A. Off Duty Request Form

1. A form must be filled out and turned in to the Administrative Services Bureau 14 days prior to an event needing security.
2. The form can be picked up from the front desk of the Midland Police Department or printed off of the City of Midland webpage.
3. Each form is approved or denied by the Chief of Police, or his designee, based on the provided information.
  - a. If approved, security will be provided based upon officer availability.
  - b. If denied, but can be changed to gain approval, the requesting party will be given that opportunity. If the requesting party cannot comply with the Department's required changes, security will not be provided.
4. In the event security is needed before the required 14 day notice, a form must still be filled out and submitted for approval.

### IV. MINIMUM STAFFING GUIDELINES

#### A. Non-Alcohol Related Events

1. One officer per 200 attendees. Once 15 officers are utilized, the organizing officer may use their judgement for additional officers based on:
  - a. Type of event
  - b. Type of crowd
  - c. Time of day
  - d. Location of event
2. At least one supervisor must also be assigned when utilizing four or more officers.

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**B. Non-Alcohol Related Events**

1. One officer per 125 attendees with a minimum of two officers per event. Once 15 officers are utilized the organizing officer may use their judgement for additional officers based on:

- a. Type of event
- b. Type of crowd
- c. Time of Day
- d. Location of event

2. At least one supervisor must also be assigned when utilizing four or more officers.

**V. COMPENSATION**

A. Off duty officers receive a minimum of \$40.00 an hour, for a minimum of three hours.

B. Supervisors receive a minimum of \$45.00 an hour, for a minimum of three hours.

C. Payment must be made to each individual officer before they leave the event in one of the following forms:

1. Cash
2. Check

D. If payment is to be made on another date, the date should be stated on the Request Form and will be subject to approval.

E. The Chief of Police reserves the right to hire, examine, select, promote, restore to career service positions, train, transfer, assign and schedule officers.



# Midland Police Department Request for Off Duty Officer(s)

Form must be completed entirely before being submitted for approval

## Event Information

Dates: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Event Description (i.e. Wedding Reception, Quinceañera, Concert, Site Security, etc):

Job Description (i.e. Parking Lot Security, Building Security, Traffic Control, Event Security with alcohol being served, etc.):

Desired Attire for Officers (i.e. Uniform, Suit & Tie, Casual Police identifiable clothing)

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

Number of Expected Attendants: \_\_\_\_\_

Will Alcohol be present: Yes / No

## Requesting Party Information

Contact Person(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

## Payment

Payment Method: \_\_\_\_\_

Payment will be made on: \_\_\_\_\_

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

*I understand that by requesting off duty officers to work security at the above event, I agree to comply with the policy set forth by the Midland Police Department.*

*I understand that the Midland 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 call the Midland 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 three hours guaranteed by the Department's General Orders.*

*I understand that the officer(s) will maintain the peace and enforce the law, but will not enforce any house rules.*

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

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

For Official Use Only:

Approved

Denied

Initials: \_\_\_\_\_