

# City of Wooster Police Department

## Request Form For Security Provided By Off-Duty Police Officers

*Important Notice: Requests are filled by off duty officers who volunteer for overtime. If no officers volunteer for these hours the City of Wooster Police Department will be unable to provide requested security services.*

**Instructions:** Please fill out all items listed on the form below. If any required information is left blank the City of Wooster reserves the right to refuse to provide requested security services. A two hour minimum is required per officer. The regular overtime rate of the officer that volunteers would apply with the exception of government entities, churches or other non-profits who are billed at a rate of \$36.50/hour.

**Date(s) for Security Service:** \_\_\_\_\_  
(please include all dates  
including starting and ending  
times)

**Number of Officers Needed and  
Duties Requested:** \_\_\_\_\_

**Billing Information:**

**Company Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone Number of Company:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Information On Person  
Submitting Form:**

**Name:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Are you a government entity, church or  
other non-profit organization?:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**By signing this form I am affirming that I am authorized to act as a contracting agent for the company name/person listed at the top of this form. I further affirm that I will be responsible for payment to the City of Wooster, Ohio for any charges which remain unpaid by the company name/person listed at the top of this form.**

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

**Printed Name:** \_\_\_\_\_

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

**Please Submit Signed Copy To:**  
Wooster Police Department  
3333 Burbank Rd.  
Wooster, OH 44691  
Fax: (330)287-5787  
Email: [police@woosteroh.com](mailto:police@woosteroh.com)