



# MILWAUKEE POLICE DEPARTMENT

## EXTRA-DUTY EMPLOYMENT STATEMENT OF INTENT



Contractor Information				
Name:		D.O.B.:		Fax:
Address:			Contact Person:	
City:	State:	Zip Code:	Mobile Phone:	Phone:
Type of Business:	License: A B C N/A (Circle one)	Special Event Permit: A B C D N/A (Circle one)	Email:	

Job Information			
Contact Person at Job Site During Event:		Mobile Phone:	
Job Location:		Job Start Date:	End Date:
Nature of Job: <input type="checkbox"/> Security <input type="checkbox"/> Traffic <input type="checkbox"/> Other (specify):		Start Time: am / pm	End Time: am / pm
Day(s) of the Week: <input type="checkbox"/> MON <input type="checkbox"/> TUE <input type="checkbox"/> WED <input type="checkbox"/> THU <input type="checkbox"/> FRI <input type="checkbox"/> SAT <input type="checkbox"/> SUN		Recurrent Event? <input type="checkbox"/> Yes <input type="checkbox"/> No	Predicted Attendance:
Number of Personnel Requested: <i>(Minimum staffing levels for each event will be determined by MPD for each job)</i>			
_____ Police Officers		_____ Motorcycle Officers	
_____ Sergeants		_____ Lieutenants	
		(Required if 3+ officers) (Required if 3+ Sergeants)	
<b>Minimum number of hours per employee: 3</b>			
Additional Police Resources or Equipment Requested (bicycle, squad, etc):			
Please provide a complete description of the job / event and the requested duties of the officers:			

Signature of Contractor (Authorized Representative)		Date
Mail or fax the completed form to Milwaukee Police Department, Tactical Planning & Logistics, 749 W. State Street, Milwaukee, WI 53233, fax to (414) 935-7165. Upon receipt of this Statement of Intent, a member of the Milwaukee Police Department's Tactical Planning & Logistics staff will contact you with information regarding official application for consideration of extra-duty officer assignment.		

**Questions and concerns relating to extra-duty employment should be directed to Tactical Planning and Logistics at (414) 935-7835.**

# General Guidelines

- Officers are subject to all Milwaukee Police Department Code of Conduct and other policies. A contractor has no authority over police personnel and is restricted to providing only a general assignment of duties to be performed by the officer(s).
- Officers are in uniform.
- Officers will not provide civil legal services or act as a witness to civil legal proceedings.
- Officers cannot be put in a position to determine who is admitted, served or ejected from an establishment or event. Officers will not operate metal detectors or otherwise perform searches of people entering the business or event.
- Officers will be assigned to events based on MPD procedures. Requests for specific officers will not be honored.
- Officers will not make any record check of any individual except during an investigation of potential ordinance or statute violations.
- Officers must confine their duties to those of a law enforcement nature; officers cannot enforce the rules and regulations of the contractor that are not otherwise a violation of law.
- Requested staffing levels are subject to review. Each application will be reviewed to determine the correct staffing levels. Staffing levels are based upon a variety of factors, to include, but not limited to, the following; estimated attendance, the sale and/or consumption of alcoholic beverages on the premises, previous event history, physical layout of the site, traffic and/or parking issues, and general crime trends in the vicinity.
- The minimum time for any event is 3 hours.
- Officers will not be paid at the jobsite. Contractors will receive an invoice after the date of the event and the officer(s) timesheet has been received. There are numerous pay grades within each rank and the contractor will be billed based upon each member's actual pay grade. The maximum pay grades are listed below.
- If additional police resources or equipment are requested, the fees will be determined at the time of application.

## Application Requirements

- Requesting entity must be in compliance with the restrictions and provisions within Milwaukee Municipal Code Chapter 312-26.  
<http://city.milwaukee.gov/ImageLibrary/Groups/ccClerk/Ordinances/Volume-3/CH312.pdf>
- All applications must be made at least 10 days in advance of the event. Applications received less than 10 days in advance will be considered on a case-by-case basis and may not be accepted.
- All requests are subject to approval by the Chief of Police.
- Complete the Milwaukee Police Department Extra-Duty Employment Statement of Intent.
- Mail or fax the completed form to: Milwaukee Police Department, Tactical Planning & Logistics, 749 W. State Street, Milwaukee, WI 53233, fax to (414) 935-7165. Upon receipt, a member of that staff will contact you with information regarding official application for consideration of extra-duty officer assignment.
- Cancellation requires 3 days notice. If notice is not received at least 3 days in advance of the start of the event, personnel who had been assigned will be compensated for 3 hours at the listed rate.
- Payment in full is required within thirty (30) days of receipt of invoice. Partial payment may be required prior to services rendered at the discretion of the Chief of Police.

## Maximum Pay Rates Currently in Effect:

Police Officer	\$ 59.10 per hour
Motorcycle Officer	\$ 59.48 per hour
Supervisor <i>(required for every three officers)</i>	\$ 67.68 per hour
Lieutenant <i>(required when two or more supervisors are required)</i>	\$ 76.06 per hour
An Administrative fee may be assessed based on the duration and size of the event. The minimum administrative fee will equal 1 hour at the above-listed Supervisor rate.	