



Fill this form out online!



You may schedule off-duty Charleston Police Officers to provide security for your event that takes place within the City of Charleston; however, the Department is not requiring officers to work nor representing that it will ensure off-duty jobs are staffed. Requests for off-duty police officers must be made at least 72 hours prior to the event. This form must be completed in its entirety by the perspective employer and delivered to the personnel at the front desk for receipt by the Office of Special Events and Off-Duty Employment or emailed to the following address: mckillopm@charleston-sc.gov and hawkinsc@charleston-sc.gov. Upon completing the required form, the names of the officers requesting to be considered for the employment will be faxed to the perspective employer prior to the scheduled event.

Please note that:

- The current rate is \$30.00 per hour per officer. The rate of a supervisor, if required, is \$35.00 hour. If the employment requires an event commander the rate for the commander is \$40.00 per hour. During city recognized holidays the rate will be \$40.00 for officers, \$45.00 per hour for supervisors and \$50.00 for event/incident commanders.
- All approved details have a four (4) hour “show-up” minimum. If the event is canceled or concludes prior to the four (4) hour time period, payment will be for four (4) hours for officer(s).
- No officer will accept any off-duty assignment where the primary purpose of the establishment is the sale of alcoholic beverages
- Application for employment should be received at least 72 hours prior to the scheduled event.
- If more than three (3) officers are requested for the job, the fourth officer must be a supervisor.
- Employees working off-duty will be compensated for services rendered only in the form of checks drawn on the business organization’s bank account. If an individual sponsors the event, a check drawn on that persons account will be acceptable. Payment for officer(s) work will be made directly to the officer(s).
- Please contact the Special Events/Off-Duty Office at 843-720-2459 or 843-720-2383 for assistance regarding off-duty assignments. To reach someone after 5:00 p.m. during the weekday or on the weekends, please contact the front desk at (843) 720-2426 and request to speak with the Command Duty Officer.

I. BUSINESS INFORMATION (NOTE: Failure to fully complete all applicable information may result in processing delays.)

Business Name: _____
(Full Company Name)

Street: _____

Email Address: _____

Suite#: _____ Bldg#: _____ Rm# _____ City: _____ State: _____ Zip: _____

Work#: _____ FAX#: _____

Pager#: _____ Cell#: _____

II. MANAGEMENT COMPANY (Complete this section if you rely on an outside management company to process your accounts payable.)

Management Company Name: _____

Street: _____

Email Address: _____

Suite#: _____ Bldg#: _____ Rm# _____ City: _____ State: _____ Zip: _____

Management Company Representative: _____

Work#: _____ FAX#: _____

Pager#: _____ Cell#: _____

III. JOB SITE LOCATION INFORMATION

Location Name: _____

Address: _____

Suite#: _____ Bldg#: _____ Rm# _____ City: _____ State: _____ Zip: _____

Have you spoken to a particular officer of the Charleston Police Department in reference to coordinating this job?

If yes, please provide name: _____

IV. REQUESTED SHIFT SCHEDULE

Is this an ongoing detail over 31 days? Yes No

Please provide a listing of your requested shifts. (A detailed schedule may be attached.)

START DATE: _____	START TIME: _____	END DATE: _____	END TIME: _____
START DATE: _____	START TIME: _____	END DATE: _____	END TIME: _____
START DATE: _____	START TIME: _____	END DATE: _____	END TIME: _____
START DATE: _____	START TIME: _____	END DATE: _____	END TIME: _____
START DATE: _____	START TIME: _____	END DATE: _____	END TIME: _____

V. JOB INFORMATION SECTION

Are there any other agencies working this detail? Yes No

If yes, which agency? _____

Number of officers requested: _____ (Functions requiring more than three (3) officers will have a designated officer in charge. Functions with over ten (10) officers will require two (2) supervisors with one additional supervisor for each additional ten (10) officers).

Anticipated crowd size:

1-49	50-149	150-299	300-599	600-999	1000-1499	1500-2499	2500+

Alcohol sold? Yes No Alcohol served? Yes No

Describe job duties requested of officers (i.e., traffic control, security, etc.) _____

TYPE OF EVENT – Please describe the nature of your event (i.e., concert, race, carnival, etc.) _____

V. SUBMITTED BY:

Print Name: _____

Signature: _____ Date: _____

OFFICE USE ONLY

Incident Action Plan required? Yes No If yes, please record the name of the Incident Commander: _____