

**CHARLESTON POLICE DEPARTMENT**  
**OFF-DUTY POLICE OFFICER REQUEST FORM**

The Charleston Police Department's Special Duty Employment program allows sworn officers to provide off-duty law enforcement services to the public within the City of Charleston. **The department does not require officers to work and does not guarantee all or any requests will be filled.** Services for off-duty requests are strictly voluntary on behalf of the officers in the department and their availability. All requests for officers should be made at least **72 hours prior** to the event and are subject to approval by the Special Events Commander. Requests received with less than 72 hours' notice are subject to increased hourly rates.

Please fill out this form in its entirety and email to [offduty@charleston-sc.gov](mailto:offduty@charleston-sc.gov). Once your request is approved, all job details will be posted in a database managed by the Special Events Office. Officers have access to view all available jobs and sign up. An online link to your job request will be provided to you by the Special Events Office so you can monitor the status and see who signs up.

**SPECIAL INSTRUCTIONS AND INFORMATION:**

**\* All approved jobs have a four (4) hour minimum. If the event is cancelled without 24 hours notice or concludes before the four (4) hour time period, payment will be made for the full four (4) hours.**

**\*No officer will accept any special duty assignment where the primary purpose of the establishment is the sale of alcoholic beverages.**

**RATES**

The rate is \$30 per hour per officer. If more than three (3) officers are requested for the job, the fourth officer must be a supervisor. The supervisor rate is \$35 per hour. Functions with over ten (10) officers will require two (2) supervisors with one (1) additional supervisor for each additional ten (10). If the event requires an event commander, the rate is \$40 per hour.

\*The rate for **city recognized holidays** is \$40 per hour, \$45 for supervisors and \$50 for event commanders.

\*For requests within 48 hours of the scheduled event the rate is \$35 per hour and \$40 for a supervisor.

\*For requests received within 24 hours of the event the rate is \$40 per hour and \$45 for a supervisor.

**PAYMENTS**

Payment for officer(s) must be made **directly to the officers** in the form of a check drawn on the business organization's account or the individual's account or through direct deposit from a business organization's payroll. Under no circumstances will cash be accepted as a form of payment for special duty employment. All payments are due within 14 days from the time of service or invoicing. Please make sure all payroll and accounting information is completed on this form to avoid delays in processing your request.

**QUESTIONS**

For all questions related to hiring an off-duty police officer, please call the Special Events Coordinator at **843-720-2459** or the Special Events Commander at **843-720-2383**. **Office hours are Monday-Friday 8am-4:30pm**. For emergencies outside of regular office hours that are related to Special Duty Employment please email [offduty@charleston-sc.gov](mailto:offduty@charleston-sc.gov).

**1. Business or Person Requesting Off-Duty Officers**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_  
Email \_\_\_\_\_

**2. Point of Contact for Officers (POC)  Check here if POC is same as above**

(This is the main point of contact for officers signing up for the job. Please provide the best phone # and email address should any questions or concerns arise before, during and after the job.)

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_  
Email \_\_\_\_\_

**3. Payroll & Accounting contact**

(Complete this section if payments are processed through a different individual than listed above or an outside company manages accounts payable.)

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_  
Email \_\_\_\_\_

**Check all that apply**

- An invoice is required to process payment to Officers
- A W9 or W4 is required to process payment to Officers (please circle)
- Officers will be paid directly at the conclusion of the event

**4. Job Site Location**

Venue or Location Name \_\_\_\_\_  
Specific address or meeting location \_\_\_\_\_

**5. Requested Shift Schedule (Provide a list of requested shifts)**

\*All approved jobs have a four (4) hour minimum. If the event is cancelled without a 24-hour notice or concludes before the four (4) hour time period, payment will be made for the full four (4) hours.

- This is an ongoing detail over 31 days
- Another agency is also working this detail \_\_\_\_\_
- A detailed schedule is 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:

**6. Job Request Details**

**Number of officers requested** \_\_\_\_\_

If more than three (3) officers are requested for the job, the fourth officer must be a supervisor. Functions with over ten (10) officers will require two (2) supervisors with one (1) additional supervisor for each additional ten (10).

If you have spoke with a specific officer or are requesting a specific officer for this job, please provide their name.

Name \_\_\_\_\_

Anticipated crowd size

1-59	50-149	150-299	300-599	1000-1499	1500-2499	2500+

**Alcohol sold?**  Yes  No

**Alcohol Served?**  Yes  No

**Type of Event**

Please describe the nature of your event (i.e. concert, race, carnival, etc.)

\_\_\_\_\_  
\_\_\_\_\_

**Is this a permitted event approved through the City of Charleston?**  Yes (Please attached permit)  No

**Job Duties**

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

\_\_\_\_\_  
\_\_\_\_\_

**Additional information**

Please notate any additional information here that may be pertinent to this job

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Submitted by**

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

**Office use only**

**Form received by** \_\_\_\_\_ **Approved**  Yes  No **by** \_\_\_\_\_

**Incident Plan Require?**  Yes  No