



City of Mendota Heights Police Department

1101 Victoria Curve, Mendota Heights, MN 55118

(651) 452-1366

Fax (651) 452-2995

Extra-Duty Police Services Application

EVENT INFORMATION

Service Location: _____

APPLICANT INFORMATION

Contact Person: _____

Contact Number: _____

Contact Address: _____

Contact Email: _____

BILLING INFORMATION

Billing Name: _____

Billing Address: _____

Federal ID or Social Security #: _____

APPLICANT NOTICE

The applicant is hereby notified of the following:

- The City of Mendota Heights is **NOT** obligated to provide extra-duty police services.
- The City of Mendota Heights reserves the right to deny an application for extra-duty police services.
- This application is for extra-duty police services only and does not exempt an applicant from obtaining other necessary City of Mendota Heights permits for events.
- An applicant has no authority over police personnel and is restricted to providing only a general assignment of duties to be performed by the officer working extra-duty. Those assignments shall never supersede City or Department policy or procedures.
- Compensation for extra-duty services shall be paid for by the applicant.
 - The City of Mendota Heights will bill the applicant the proper number of extra-duty service hours worked by the officer(s).
 - An extension of an extra-duty shift may occur as a result of a call for service (such as an arrest) occurring during the extra-duty shift. The extension shall be compensated by the extra-duty applicant, not the City.
- Officers working extra-duty:
 - Remain under the exclusive control of the City, an officer may be recalled at any time from extra-duty to an on-duty status.
 - Are always subject to the rules and policies of the City of Mendota Heights and the Police Department, the laws and Constitution of the United States, and the state of Minnesota. Any conflicting rules an applicant has for an officer working extra-duty will be determined by the Department.
 - Are not permitted to receive cash from anyone associated with the extra-duty event for any reason.
 - Will handle police calls for service that pertain to the extra-duty assignment brought to their attention. If a call for service requires a report, the report shall be completed in a timely manner pursuant to department policy. If an arrest occurs, an officer may need the extra-duty shift extended for completion of reports (see the compensation of extension above).

I understand and agree to the terms listed in this Application for Off-Duty Police Services

Applicant Signature: _____ Date: _____

Return Completed Application to: pdrecords@mendotaheightsmn.gov



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Applicant: Complete the dates of service, hours of service and the number of officers needed for your event. An officer that signs up for your event will email the contact person.

Date(s) of Service	Hours of Service	Number of Officers	Badge # and Officer	Badge # and Officer	Badge # and Officer	Badge # and Officer

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