

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



Scott L. Boerboom  
Chief of Police  
Minnetonka Police Department  
14600 Minnetonka Boulevard  
Minnetonka, MN 55345

Dear Chief Boerboom:

Our (firm/corporation) requests the assistance of your department in providing off-duty police officer(s) to furnish police services for us as outlined in the attached request.

We understand the services requested are in addition to police services normally provided and not in lieu thereof. We agree to reimburse the City at the rate of \$100.00 per hour (two and a half hour minimum) for each off-duty officer assigned for this purpose. The officer(s) are subject to the direct supervision of the Minnetonka Police Department and will perform their functions as duly licensed police officers.

We understand that if we decide to cancel this request, we must make notification by 1600 hours (4:00 p.m.) to the on duty sergeant no less than 48 hours in advance of the requested event. The 48 hour cancellation time frame excludes weekends and holidays. If such notification is received outside of 48 hours, we agree to pay a minimum of two hours at the current overtime rate per officer requested. Cancellations must be made by speaking directly with the on duty sergeant at 952-939-8500.

Requests for off duty officers must be received by the police department no later than seven (7) days prior to the date needed or the request cannot be guaranteed.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title