

Colorado School of Mines Police Department
Off-Duty Cost Proposal

Date: _____ Name: _____

Phone: _____ Email: _____

| Event | Department | Date | Times | Hours | No. of Officers |
|-------|------------|-----------------|-------|-------|-----------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | Number of Hours | | | |

Total Event Expense, \$70/hr, min of 2 hrs. Per Officer

Description of event, location, requested assistance:

I understand that officers will be working at in off-duty capacity at a rate of \$70 per hour with a minimum of two hours at the contracted rate. I will provide the department index to be charged prior to the date of service, and should there be any changes or cancellations to the schedule, I will notify Mines Police Department within 48 hours of the event to allow officers time to adjust their schedules. If you have any questions, please contact Public Safety at 303-273-3333.

Signature of Requestor: _____ Date: _____

Index to be charged: _____

Comments: _____

Do not write below this line

Contract confirmation Date: _____ Index to be charged: _____

Reviewed by: _____ Assigned officer: _____