



## Request for Private Duty Police Officer Information Sheet

The Lynden Police Department recognizes that there are appropriate private events and/or circumstances in which the organizers may be concerned for the safety and wellbeing of their guests, so will request one or more off duty police officers present to keep the peace. As these events are outside the standard police services and protection provided to the public, the organizer will be charged the officer's overtime rate to work the event.

Any citizen or organization wishing to hire a uniformed, commissioned police officer for law enforcement related work should contact the Lynden Police Department a minimum of a week before the event, as all requests must be reviewed by the Chief of Police for approval and an agreement form signed. All private duty assignments are on a voluntary basis, therefore requests received less than one week before the date of the event may not be approved due to insufficient time to arrange for an off duty officer to be available.

Officers performing extra duty assignments will do so in his/her official capacity as a police officer, in full uniform, with department equipment, including the use of an official patrol vehicle. Please be advised that the officers will be required to follow departmental policies and procedures and will enforce all applicable Washington State laws and City of Lynden ordinances while dealing with any possible activity or incidents that occur at or in connection with the event.

The hourly rate is calculated using the officer's overtime rate (1½ times regular hourly wage) plus required basic benefits such as social security, L&I, unemployment insurance, retirement, etc. There is a three (3) hour minimum charge for each officer. **Please see the attached sheet for the current rate.**

A completed application and agreement form (attached) are needed to start the process. Payment is required in advance at the time you submit your written request for an officer. If you have any questions or concerns, please do not hesitate to call us at 360-354 2828.

# CITY OF LYNDEN

**POLICE DEPARTMENT**  
John M. Billester, Police Chief  
(360) 354 - 2828



## Private Duty Request Agreement

This agreement is established between the Lynden Police Department and the individual named below who requests that the Lynden Police provide an off duty officer to work at the following event:

NAME OR TYPE OF EVENT \_\_\_\_\_

PLEASE STATE ACTIVITIES AND ANY OTHER INFORMATION THE OFFICER MAY NEED TO KNOW ABOUT THE EVENT:

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

EVENT LOCATION \_\_\_\_\_

Has a City Permit been obtained? YES \_\_\_\_\_ NO \_\_\_\_\_ NOT REQUIRED \_\_\_\_\_

Number of Officers needed \_\_\_\_\_ Date \_\_\_\_\_ Times Needed \_\_\_\_\_

The requestor agrees to reimburse the Lynden Police Department the current hourly overtime rate listed on the attached page, for a minimum of three (3) hours for each officer requested.

The total charges for the requested time are \_\_\_\_\_, payable at the time of the request.

The Lynden Police Department agrees to provide a fully commissioned police officer at the stated time to keep the peace to the best of his ability, taking the appropriate action as required by department policies & procedures, should it be required.

\_\_\_\_\_  
Requestor Name (Please Print Clearly)

\_\_\_\_\_  
Requestor Address

\_\_\_\_\_  
Requestor Phone

\_\_\_\_\_  
Chief of Police

\_\_\_\_\_  
Requestor Signature

Date \_\_\_\_\_

Date \_\_\_\_\_

Updated 3/18

2017 Labor Load LPD Grant and special events

**Based upon 2017 Union Contract wages w/2017 benefits**

**\*This amount is for community events not grant related.**

This schedule can be used for salaried, full-time employees. This schedule does not include medical, dental or vision benefits. This schedule is developed to include all other actual costs of an employee, e.g. any item paid by an employer on behalf of the employee

Employees's ID:           xxxx  
 Employee's Name:       **Commissioned Police Officer at top rate**           Effective Date:     1-Jan-17

Figured on monthly cost:

1. Enter the amount of monthly salary			\$6,723.17	
a) Longevity			0.00	
b) Armorer			0.00	
c) Detective			0.00	
d) Education Incentive			0.00	
Total Basic Wage			<u>\$6,723.17</u>	
2 Basic Wage	12 months	Total Yearly Cost		\$80,678.04
3. Work hours per year				
	/15.20833 shifts per year x 12 days worked per shift =182.49996 days			
	182.49996 x 11 hours a day =		2051.5	
4. Divide Line 2 by Line 3 (yearly cost by yearly hours) =	<b>Hourly:</b>		<u>\$39.33</u>	
5. Multiply Line 4 by 1.5	<b>Overtime @ 1.5</b>			<u>\$59.00</u>
6. Benefits: Social Security 6.2% x line 1 (wages)	6.20%		2.44	3.66
7. Benefits: Medicare 1.45% x line 1 (wages)	1.45%		0.57	0.86
8. Benefit (L & I) Class Code:				
L & I premium for class 6905:		<u>72.830%</u>		
Rate       x hours	1		0.73	0.73
9. Unemployment Insurance:				
Employer Rate	0.20%		0.08	0.12
10. Retirement a month:           Plan:	LEOFF2			
Payroll/Employer Rates	5.23%		2.06	3.09
			<u>5.88</u>	<u>8.46</u>
11. TOTAL HOURLY COST .....			<u>45.21</u>	
12. TOTAL COST @ 1.5.....				<u>\$67.46</u>

3 hour minimum = \$202.25

4 hours = \$269.75

\*rounded down to the nearest \$0.25