



MANTECA POLICE DEPARTMENT

OUTSIDE SERVICE REQUEST



ORGANIZATION	ORGANIZATION REQUESTING SERVICE	
	ORGANIZATION MAILING ADDRESS	
	ORGANIZATION TELEPHONE	ORGANIZATION FAX

REPRESENTATIVE	REPRESENTATIVE MAKING REQUEST	
	POSITION WITH ORGANIZATION	
	HOME/WORK PHONE	CELL PHONE

EVENT	ADDRESS OF EVENT		
	PURPOSE OF EVENT		
	DATE(S) OF EVENT		HOURS OF EVENT
	NUMBER OF GUESTS ATTENDING	NUMBER AND TYPE OF PERSONNEL REQUIRED	ADDITIONAL VEHICLES NEEDED

THE UNDERSIGNED HEREBY AGREES TO THE FOLLOWING CONDITIONS:

- ◆ Personnel from the Manteca Police Department are assigned to perform services in the capacity of on-duty police officers and are assigned for no other purpose, and shall at all times be subject to the supervision and control of the Manteca Police Department
- ◆ The organization listed above will be charged by the City of Manteca for services requested hereby at the rate scale of:

Service Requested	Rate per Hour*
Sergeant	\$143.09
Officer/Motorcycle Officer	\$118.53
Community Service Officer	\$70.43
Vehicle	\$13.00
Motorcycle	\$5.00

- ◆ There is a 3-hour minimum for each officer assigned to the event.
- ◆ The organization is required to pay the preparation and travel time to and from the location. This time will be added to the time spent at the requested event but may be part of the 3-hour minimum
- ◆ In the event of a cancellation, if the Manteca Police Department is not notified at least 24-hours in advance, the Organization requesting will be billed for the minimum 3-hours for each officer requested and scheduled
- ◆ The organization further agrees to hold the City of Manteca, its City Council and all Officers, agents and employees of said City free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by the use of such services, except that an injury to personnel of the Manteca Police Department incurred while performing such services shall be covered by the City's Compensation Insurance Carrier.
- ◆ The organization understands that their estimate will be prepared based on the information provided to the Police Department regarding number of attendees, planned time, and type of event, the organization understands that staffing and length of time needed to cover this event may change and may affect the estimate.

PRINT NAME	SIGNATURE	DATE
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