



Gilroy Police Department

City of Gilroy
7301 Hanna Street
Gilroy, California
95020-6129

Admin. (408) 846-0310
Comm. (408) 846-0350
Records (408) 846-0300
Fax (408) 846-0339

PEDRO ESPINOZA
Chief of Police

REQUEST FOR OFF-DUTY POLICE OFFICERS

Date: _____

Name of Applicant/Organization: _____

Address: _____

Phone Number: _____ Cell Phone: _____

Type of event: _____

Date of event: _____ Time Officers Requested: _____ (Example: 3pm to 6pm)

Location of event: _____

Signature of responsible person: _____

Print name of responsible person: _____

Billing Information

Name _____ Address _____

Phone _____ Email _____

If the Billing Person is the same as the Responsible Person, please check here:

To be Completed by Staff

Number of police officers required: _____ Two(2) Officer Minimum
Number of police officers' hours required: _____ = Total police officers hours (3 hour min)
\$ _____ = Cost per hour*
\$ _____ = Total amount payable to City of Gilroy

Signature of Police Department: _____

Instructions: After completing the request, please email the signed form to offdutyofficers@cityofgilroy.org. The form will be returned to the responsible person with the anticipated cost for Officers. The Billing Person will be invoice by the City of Gilroy.

Payments can be made by contacting the City of Gilroy Finance Department at 408-846-0420, ub@cityofgilroy.org, or visiting the Finance Department in person. Please reference account code 10030000-45125pdsvc.

**Any cancellations must be made 24 hrs in advance or a minimum 3 hr charge will apply.
Call 408-846-0350**

*Rate per City of Gilroy's Comprehensive Fee Schedule