



**Beaufort Police Department**  
215 Pollock St., PO Box 268  
Beaufort, N.C. 28516  
252-728-4561, 252-728-1254 fax

**Request to hire a Police Officer**

Requesting business or party \_\_\_\_\_

Billing address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Summary of work to be performed and location: \_\_\_\_\_

Start date/time: \_\_\_\_\_ End date/time: \_\_\_\_\_

Number of officers requested: \_\_\_\_\_ (Two-hour minimum)

This completed form should be returned to the Beaufort Police Department at least two weeks in advance of the event. Payment in cash or check made out to the Town of Beaufort can be made at Town Hall, 701 Front St., Beaufort NC 28516. Advance payment may be required. Since officer's employment is voluntary, not all requests are guaranteed to be fulfilled. If there is a Town-related emergency at the same time as the event, the requesting party understands that all officers may be called back to active duty. A prorated invoice will be generated if such an instance arises. To cancel this request, notice needs to be given to the Police Department, 728-4561, at least 24 hours in advance.

\_\_\_\_\_  
Requesting Party Date Beaufort PD Representative Date

I agree to the terms and conditions

**FOR OFFICE USE ONLY**

**INVOICE**

Officers	Date	Hours	Time
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total hours \_\_\_\_\_ at \$32.50 per hour is \$ \_\_\_\_\_

Payment of \$ \_\_\_\_\_ cash \_\_\_\_\_ check \_\_\_\_\_ Date received \_\_\_\_\_