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 $50 per hour is $ _____

Payment of $ _____ cash _____ check _____ Date received _____