

City of Wooster Police Department

Request Form For Security Provided By Off-Duty Police Officers

Important Notice: Requests are filled by off duty officers who volunteer for overtime. If no officers volunteer for these hours the City of Wooster Police Department will be unable to provide requested security services.

Instructions:

Please fill out all items listed on the form below. If any required information is left blank the City of Wooster reserves the right to refuse to provide requested security services.

Date(s) for Security Service:
(Please include all dates including starting and ending times)

Purchase Order Number:

(Copy of purchase order must be submitted with this form)

Billing Information:

Company Name:

Contact Person:

Phone Number of Company:

Billing Address:

City: _____ **State:** _____ **Zip:** _____

Information On Person Submitting Form:

Name:

Address:

City: _____ **State:** _____ **Zip:** _____

Drivers License Number:

Phone Number:

By signing this form I am affirming that I am authorized to act as a contracting agent for the company name/person listed at the top of this form. I further affirm that I will be responsible for payment to the City of Wooster, Ohio for any charges which remain unpaid by the company name/person listed at the top of this form.

Signature:

Printed Name:

Date:

Please Submit Signed Copy To:

Wooster Police Department
201 W North St.
Wooster, OH 44691
Fax (330) 287-5787