



Oak Hill Police Department

Chief David P. Ward

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Special Detail Officers

At the Oak Hill Police Department, the hiring of off-duty officers for security, traffic control, and escorts is commonly referred to as "Special Details".

Types of Off-Duty Services

Security - Providing security and maintaining order at various events and businesses.

Traffic Control - Directing and facilitating traffic flow at various events and construction sites.

Escorts - Escorting the transportation of heavy or oversized equipment where a Village or State permit is required. The Oak Hill Police Department performs Funeral Escorts only for our local establishments.

Prohibitions

Special detail assignments will not be performed:

To provide body guard services;

Where performance implies participation in partisan politics;

At any other assignment conflicting with established policies set by the Oak Hill Police Department.

Special detail officers are primarily hired to maintain order, provide security, facilitate traffic flow, and take action against violations of the law. They should not be involved in the enforcement of house rules or other administrative duties except to encourage compliance through police presence and to take action to prevent illegal acts or disorderly conduct.

Disclaimer

Approval of a request to hire off-duty police officers is at the sole discretion of the Oak Hill Police Department. We also reserve the right to decline job requests that may be deemed inappropriate for police officers. A history of non-payment of wages or fees associated with the hiring of special detail officers is also grounds to deny your request and to revoke future job requests.

Assignments are Voluntary

In general, the Oak Hill Police Department does not accept requests to pre-assign specific officers to a particular event or assignment; officers participate in special details on a voluntary basis. Therefore, our ability to fill your request is based on the availability of off-duty officers seeking special detail assignments. The Oak Hill Police Department cannot guarantee that all job requests will be filled.

Special Detail Rates

Special detail rates are \$35.00 per hour, with a minimum of three hour detail per officer. The requestor shall pay the officer directly at the completion of the detail or at the end of the agreed upon pay period. If a police vehicle is requested, the requestor shall pay the Oak Hill Police Department an agreed amount; amount shall be stated in the Special Detail Request Form.

How to Request Special Detail Officers

The Chief of Police coordinates all requests for off-duty police services. A minimum of 48-hour notice before an event must be given. The request can be made at the Oak Hill Police Department, Monday – Friday, 9:00 AM – 4:00 PM.

Job Cancellation Policy

All job cancellations must be made directly with the Oak Hill Police Department as soon as possible in advance of the job’s start time. In the event a job is cancelled after an officer arrives to the job location, a minimum of three hours, per officer, will be assessed to the requestor.

Special Detail Request Form

Agreement

By signing the below Special Detail Request Form, you are agreeing to the above terms and that you understand them. Also, you understand and agree that the approval of your special detail request does not guarantee that request will be filled if officers do not volunteer for the assignment.

Date of Request: _____

Requestor: _____ Phone #: _____

Mailing Address: _____

Address of Detail: _____

Start Date: _____ End Date: _____ Start Time : _____ End Time: _____

Number of Officers: _____ Police Vehicle Requested: _____, if yes, type of vehicle: _____

Off-Duty Service(s) Requested: _____

Requestor

Printed Name: _____

Signature: _____ Date: _____

Approval

Rank, Name, Badge #: _____

Signature: _____ Date: _____