

# Extra-Duty Employment Request Form



Date Submitted

Date(s) and Time(s)  
Employment Requested

Approximate number  
of hours to be worked

Single-Time Agreement  
Long-Term Agreement  
Annual Agreement

Total Cost of Detail

Employer Contact Person

Contact Phone Number

17535 Dartown Rd.  
Westfield, IN 46074  
<https://westfieldin.gov>

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Requesting Officer (Print)

Division

*The below signature indicates that I have read and understand WPD General Orders related to extra-duty employment and that my failure to comply with WPD General Orders may result in disciplinary actions and/or revocation of my extra-duty work privileges.*

Signature of Requesting Officer

Date

Extra-Duty Employer and Address

Location of Extra-Duty Assignment

Description of Extra-Duty Tasks, Duties and Assignments

**Equipment requested to perform extra-duty employment (check equipment that applies)**

Police Vehicle    Weapons    Uniform    Radio    Other:

Additional Information

**The following information shall be read and acknowledged by all persons, companies and/or organizations employing Westfield Police Officers for Extra-Duty assignments.**

**Extra-Duty Employers:** WPD personnel (on and off duty) shall always adhere to and abide by existing law and Department General Orders. Tasks, duties and behavior that violate law and General Orders are prohibited. WPD personnel working Extra-Duty employment and their employers shall be aware of the fact that WPD employees are subject to "call-out" and as needed or required may be ordered back to their regular duties by the Chief of Police or designee at any time and for any reason. The Chief of Police or designee may also cancel participation in Extra-Duty employment at any time and for any reason. The WPD is under no obligation to locate or assign additional personnel for Extra-Duty employment or be responsible for vacancies left open or unscheduled unless other arrangements have been agreed upon. If an Extra-Duty assignment requires a schedule, a WPD supervisor or officer shall be named to coordinate assignments and complete a schedule.

Persons, firms or companies who employ officers shall abide by the terms of any written or verbal agreements and promptly compensate officers in accordance with those agreements. Officers shall be responsible for reporting income derived from Extra-Duty employment in accordance with local, state and federal law.



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## INDEMNIFICATION STATEMENT

### Private Employer

When a Westfield Police Officer is employed by you, a private employer, in any capacity wherein he/she may be required to use his/her police authority, you agree to be responsible for defending and indemnifying the Officer, the Westfield Police Department and the City of Westfield from any claims, lawsuits and causes of action filed against the Officer, other named WPD employees, the Westfield Police Department and the City of Westfield for conduct which is within the scope of the Officer's authority and/or responsibilities as a Police Officer and which was undertaken in the course of his/her private employment with you. In this regard, by way of explanation and not of limitation, you shall be responsible for providing the Officer, the Westfield Police Department and the City of Westfield with counsel, paying the cost of the Officer's, the Westfield Police Department's and/or the City of Westfield's defense, and for any liability, expenses and costs resulting from such claim, lawsuit or cause of action.

Authorized Signature

Witness

Printed Name

Title

Date

## WORKMAN'S COMPENSATION STATEMENT

Yes  Do you provide Workman's Compensation and/or Medical Insurance to protect the officer in the event of an injury? (Select One)  
No

If "YES," provide the name of your insurer:

## WPD USE ONLY

DATE

Shift Supervisor

DATE

Division Commander or Designee

APPROVED

DISAPPROVED

DATE

Assistant Chief of Police or Designee

APPROVED

DISAPPROVED

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<https://westfieldin.gov>

*A copy of this form with appropriate information and signatures shall be maintained by the Assistant Chiefs and Extra-Duty Coordinator.*

