



VAN BUREN COUNTY SHERIFF'S OFFICE

205 South Kalamazoo Street – Paw Paw, Michigan 49079-1594
Telephone (269) 657-2006 – Fax (269) 657-5161

Daniel E. Abbott
Sheriff

Chad E. Hunt
Undersheriff

Van Buren County Sheriff Reserves Extra Duty Detail Request Form

Please fill out the Extra Duty Request form attached to this document completely. Depending on the type of event or crowd size, it will be at the discretion of the Sheriff's Office to determine the number of deputies needed.

The current detail rates per reserve deputy is \$15-20 per hour. This rate is subject to change based on the event requirements and number of personnel needed.

**Extra duty details will not be provided to any person, firm or organization whose members, business or operations are of questionable nature; or for any event that will discredit the assigned Deputy, Sheriff's Office or County. The Sheriff's Office reserves the right to cancel the detail without notice and to recall the deputy(s) when necessary for community safety. The Van Buren County Sheriff's Office will be the only armed personnel at any event where the detail is taking place unless working with other law enforcement agencies. Any private security company that is hired to work alongside the Sheriff's Office will be a reputable, licensed and insured company whose employees are licensed unarmed security guards. Proof of the signed contract with private security company will be required. In order to cancel a detail, notice must be given to the detail coordinator twenty-four (24) hours prior to the start of the detail either by phone or email. If the cancellation is less than twenty-four (24) hours, a four (4) hour charge per deputy will be billed. In the case of weather, notice of cancellation must be received within two (2) hours of the starting time otherwise a two (2) hour charge per deputy will be billed. In the event of a cancellation after business hours, please call dispatch at 269-657-3101 and ask to have the on-call detail coordinator call you. Unless otherwise specified, full payment of all details must be received one (1) week prior to the start of the event in the form of a cashier's check, money order, business check or cash. The Van Buren County Sheriff's Office does not accept credit cards. Payments can be sent to:
The Van Buren County Sheriff's Office, Attn: Reserve Unit, 205 S. Kalamazoo Street, Paw Paw, MI 49079**

The Van Buren County Sheriff's Office shall provide leadership, coordination and delivery of quality, professional law enforcement, and public safety services to the residents of Van Buren County, while respecting the rights and dignity of all persons.

BUSINESS / AGENCY NAME: _____

NAME OF CONTACT: _____ **PHONE:** _____

E-MAIL: _____

DATE(s) Needed: _____ **Start Time:** _____ **End Time:** _____

DATE(s) Needed: _____ **Start Time:** _____ **End Time:** _____

DATE(s) Needed: _____ **Start Time:** _____ **End Time:** _____

DATE(s) Needed: _____ **Start Time:** _____ **End Time:** _____

DATE(s) Needed: _____ **Start Time:** _____ **End Time:** _____

Number of Deputies Requested: _____ **# of Marked Cars Needed:** _____

Anticipated Number of People Expected to Attend: _____ **Will Alcohol Be Consumed:** _____

Address of Event: _____

Street

City

State

Zip

Billing Address: _____

Street

City

State

Zip

Nature of Duties:

Deputies Report To: _____

Signature: I have read, understand, and agree to the requirements outlined above. I also understand this request may not be filled due to the voluntary nature of the off-duty program.

Signed: _____ **Date:** _____

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