



**CITY OF COLUMBIA POLICE DEPARTMENT  
1 JUSTICE SQUARE  
COLUMBIA, SOUTH CAROLINA 29201  
(803) 545-3500  
SPECIAL DUTY REQUEST FORM**



I, \_\_\_\_\_, request the services of the City of Columbia Police  
(Individual/Business)

Department to perform law enforcement duties at \_\_\_\_\_  
(Location for Assignment)

for the time period of \_\_\_\_\_  
(Date(s) / Hours)

I understand when performing Special Duty Assignments, officers are subject to all directives and procedures of the City of Columbia Police Department, and will act only under the Chief's authority to enforce all applicable State and Local Laws.

I understand that officers are subject to calls in the immediate area of the Special Duty Location and will respond to any situation deemed necessary by the police department, officers or dispatch.

I understand this request for services is with the City of Columbia Police Department which will assign officers to perform Special Duty assignments. Payment for services is Thirty-Five (\$35.00) dollars per hour for each assigned officer. There is a three (3) hour minimum on working special duty and no cash payments are allowed.

By signing below and upon final approval of this request, the parties hereto, their administrators, assigns Legal representatives, affiliated companies, agents, officers, directors, shareholders and partners (hereinafter "party" or "parties") agree that any dispute, claim, controversy or proceeding arising out of or relating to this Agreement, and/or including payment or failure thereof for services rendered by the City of Columbia Police Department shall be tried and litigated exclusively in the State and Federal courts located in the County of Richland/Lexington, State of South Carolina. The aforementioned choice of venue is intended by the parties to be mandatory and not permissive in nature, thereby precluding the possibility of litigation between the parties with respect to or arising out of this Agreement in any jurisdiction other than that specified in this paragraph. Each party hereby waives any right it may have to assert the doctrine of forum non conveniens or similar doctrine or to object to venue with respect to any proceeding brought in accordance with this paragraph, and stipulates that the State and Federal courts located in the County of Richland/Lexington shall be in personam jurisdiction and venue over each of them for the purpose of litigating any dispute, claim, controversy or proceeding arising out of or related to this Agreement.

The completed form must be signed and returned to the Special Duty Coordinator who will forward to the Office of the Special Operations Major for final approval.

THE CHIEF OF POLICE HAS THE AUTHORITY TO DISCONTINUE PROVIDING SPECIAL DUTY ASSIGNMENTS AT HIS DISCRETION.

\_\_\_\_\_  
APPROVED: SPECIAL OPERATIONS MAJOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME OF ASSIGNED OFFICER

\_\_\_\_\_  
CONTACT NUMBER

\_\_\_\_\_  
SIGNATURE OF OFFICER'S SUPERVISOR

\_\_\_\_\_  
SIGNATURE OF REQUESTOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CONTACT NUMBER OF REQUESTOR

\_\_\_\_\_  
SOCIAL SECURITY NO. OF REQUESTOR

\_\_\_\_\_  
TAX I.D. NO. OF REQUESTOR (IF APPLICABLE)