



The University of Arizona Police Department Request for Special Event Security

UAPD USE ONLY

Received by: _____	Date: _____	Time: _____
Request Approved: Y N	Organization Notified: Y N	Date: _____ Time: _____
Number of Police Officers Approved: _____	Number of Police Aides Approved: _____	
Post Date: _____	Pull/Confirm Date: _____	
Confirmed Officer(s)/Aide(s): _____	Organization Notified: Y N	Date: _____ Time: _____

Providing UAPD Personnel for Special Events

The University of Arizona Police Department will provide security utilizing a Police Officer(s) and/or Police Aide(s) to those requesting organizations for events occurring on campus or properties owned and controlled by the Arizona Board of Regents (ABOR). Some events may require, at the discretion of the Special Event Coordinator, more than one (1) police officer or police aide. UAPD cannot provide personnel for events occurring off campus in other jurisdictions without the approval of the Chief of Police. UAPD does not dictate policy adopted by other University departments regarding their requirement for security when events are held in a facility under their control. Personnel working a Special Event may be called back to duty at any time by the Department for extraordinary situations.

All requests must be submitted to and approved by the UAPD Special Events Coordinator. Completed requests must be FAXED no later than fourteen (14) calendar days prior to the event to be considered. Consideration may be given on shorter notice under special circumstances where public safety is paramount. Please call the Special Event Coordinator for such consideration at 626-6728. Requests for personnel regarding established events during the semester can be made on this form.

The provision of personnel is not guaranteed regardless of how early a request is received. Cancellations received less than 24 hours before the start of the event, where personnel have been confirmed, are subject to a charge of one (1) hour of salary per confirmed police/police aide personnel plus all applicable administration charges. Failure to notify UAPD of any cancellations shall result in the three (3) hour minimum charge for each Police Officer/Police Aide.

Costs for Personnel

Cost to hire a Police Officer or a Police Aide is based on time and one half rate (or outside agency officer contract rate), plus the current ERE rate, plus an administrative fee of 15%. Positions will be filled with UAPD personnel prior to hiring outside agencies. UAPD has a three (3) hour minimum; however, minimum hours may vary per outside agency contract. The administrative fee is charged to help offset associated cost including but not limited to expenses such as vehicle usage, communication equipment, field supplies, and the salary of the Special Events Coordinator.

Please complete the following information regarding your request for a Police Officer or Police Aide to work your special event. When completed, please FAX to (520) 626-9460. Once your request is received it will be reviewed for approval. You will be notified of approval and any additional information at the contact number you provide. If you have any questions, please call Special Events at (520) 626-6728.

Event Information

Date of Request: _____

University Department: _____

Sponsoring Organization: _____

Name of Event: _____ Type of Event: _____

Date of Event: _____ Location of Event: _____

Start/End Time of Event (Include Report Time): _____

Event Contact Person: _____

Email: _____

Work Phone Number: _____

Other Number (Optional): _____

Will a representative be available at the event? YES / NO

Name of Representative: _____

Will alcohol be served at the event? YES / NO

If YES, has an Alcohol Permit been approved/submitted? YES / NO

Is this a closed event by invitation only? YES / NO

Expected Attendance: _____

Entertainment at Event? YES / NO If YES, type of entertainment: _____

Services Requested

Police Officer – Specify Number: _____ **Police Aide – Specify Number:** _____

If more than four (4) police officers or police aides or any combination are needed, a supervisor will be required for the event. If more than ten (10) police officers or police aides with a supervisor are required, then a command level officer or additional supervisors may be assigned. Only police officers are permitted to perform traffic direction functions. If alcohol is involved, a minimum of two (2) police officers are required.

Please specify expectations of duties for officers working this event:

Billing Information

Please complete the following information. When the event has concluded, the Special Events Coordinator will send a final bill for payment according to the information provided. Any payment arrangements must have prior approval by the UAPD Business Office. Organizations are responsible for costs if the officer or aide is held beyond the designated end time and for any time personnel spend completing paperwork associated with the event such as arrests or other criminal reports. For questions regarding billing please call (520) 626-6728.

University Department/Organization/Individual: _____

Billing Address: _____

Contact Person for any Billing Questions: _____

Email: _____

Phone: _____

Bill will be paid via: **IBF (University Billing)** **Check (Payable to UA Police Dept.)**

I have read and understand the foregoing information concerning costs, ability of UAPD to provide personnel, request submissions and cancellation policies.

Name

Date