



# 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/Time: \_\_\_\_\_ Pull/Confirm Date: \_\_\_\_\_ Outside Agency Contact 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 48 hours before the start of the event, where personnel have been confirmed, are subject to a charge of three (3) hours of salary per confirmed personnel plus all applicable administration charges. Failure to notify UAPD of any cancellations shall result in the three (3) hour minimum charge for each confirmed UAPD employee. Payment is due within fourteen (14) days from date of invoice. Failure to pay within the fourteen (14) days will result in a late fee, which is calculated at 15% of the total invoice.

## 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 or scan via email to mrv@arizona.edu. 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/email 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: \_\_\_\_\_ Cell Number: \_\_\_\_\_

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 Special Events Coordinator. Organizations are responsible for costs if personnel are 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: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Contact Person for any Billing Questions: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Bill will be paid via:  IB (University Billing) Account Number: \_\_\_\_\_

Sub Account Number: \_\_\_\_\_ Project Code: \_\_\_\_\_

#### **Check (Payable to UA Police Dept.)**

**UAPD does not accept credit card payments.**

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

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date