

UNIVERSITY OF NORTH TEXAS AT DALLAS
POLICE DEPARTMENT

REQUEST FOR SECURITY STAFFING OR SECURITY EVALUATION

It is requested that the University of North Texas at Dallas Police Department staff officers evaluate the need to staff officers, at the event listed below. It is understood that the work to be done must be coordinated through the Police Department of the University of North Texas at Dallas. Appropriate arrangements will be made to ensure that each officer is properly equipped and informed of his/her duties and responsibilities, as related to the event. It is understood that the officer(s) working the event will remain under the supervision and control of the University of North Texas at Dallas Police Department. Any questions should be directed to Administrative Lieutenant at (972) 780-3019.

Compensation for Police Department staff officers, if applicable to event, will be paid by the sponsor of the event at a rate provided by the Police Department admin, in accordance with UNT Dallas Policy 5.018 Compensatory Leave and Overtime guidelines for 1.5 compensation hourly rate. It is understood that each officer working the event will be compensated for a minimum of four (4) hours. If hours in excess of four (4) are worked, compensation will be for the actual hours worked.

University Community/Department:

<u>Minimum Scheduling Charge:</u> External or Community customers will incur a minimum scheduling charge of \$100 for all reimbursable events. This charge will be applied toward actual event security charges
<u>Cancellation:</u> Cancellations received more than three (3) business days prior to the event will be liable for the Minimum Scheduling Charge only. Cancellations received less than three (3) business days prior to the event, will be charged for the greater of: 1) the contracted costs for all assigned personnel for four hours, or the “Minimum scheduling Charge”
<u>Schedule Revision:</u> Any revision to the schedule already submitted to the University of North Texas at Dallas Police Department can only be changed by submitting another request from detailing the changes of the event. The new schedule must be forwarded to the University of North Texas at Dallas Police Department no later than three (3) business days prior to the event.

Event Date:		Location	
Beginning Time:		Ending Time	
External Client/Sponsor Name:		Client Phone:	
Event title:		Type of Event	
Community, Department or Student Organization		Request Date:	
UNT Dallas Org. Department #		Alcohol served?	Y <input type="checkbox"/> N <input type="checkbox"/>
Scheduler Name:		Scheduler Phone:	
Nature of Request:	<input type="checkbox"/> Security Requested <input type="checkbox"/> Evaluation Requested	Est. Attendance:	
Signature of Requester:	Signature of Account Holder:		

For Police Department use only			
Number of Supervisors assigned: _____	Walk Through	Y <input type="checkbox"/> N <input type="checkbox"/>	
Number of Officers assigned: _____	Scheduled OT	Y <input type="checkbox"/> N <input type="checkbox"/>	
Number of CSOs assigned: _____	Date Entered: _____	Initials: _____	