



## REQUEST FOR POLICE OFFICER/SECURITY SERVICES

It is requested that the University of North Texas Police Department supply officers for special security for the event listed below. It is understood that the work to be done must be coordinated through the Office of the Chief of Police of the University of North Texas. Appropriate arrangements will be made by the Chief's office, to insure 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 Police Department. Any questions should be directed to Captain Mark Bergstrom at (940) 369-7083.

Compensation for a Police Supervisor, if applicable to event, will be paid by the sponsor of the event at the rate of \$65.00 per supervisor per hour. Compensation for each Police Officer will be paid by the sponsor of the event at the rate of \$50.00 per officer per hour. Compensation for each Security Officer will be paid by the sponsor of the event at the rate of \$30.00 per security officer per hour. It is understood that each officer working the event will be compensated for a minimum of three (3) hours, however if hours in excess of three (3) are worked, then compensation will be for the actual hours worked. After the event, actual hours to be compensated will be confirmed by the University of North Texas Police Department and an invoice will be sent to the requestor.

<b>Minimum Scheduling Charge:</b> There will be a minimum scheduling charge of \$100 for all reimbursable events. This charge will be applied toward actual event security charges.
<b>Cancellation:</b> 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 three hours, or the "Minimum Scheduling Charge."
<b>Schedule Revision:</b> Any revision to the schedule already submitted to the University of North Texas Police Department can only be changed by submitting another request form detailing the changes of the event. The new schedule must be forwarded to the University of North Texas Police Department no later than three (3) business days prior to the event.

Event Date:		Location:	
Beginning Time:		Ending Time:	
Client/Sponsor Name:		Client Phone:	
Event Title:		Type of Event:	
Billing Dept. and IDO Number:		Request Date:	
Community/Department or Student Organization:		Alcohol Served?	
Scheduler Name:		Scheduler Phone:	
Scheduling Event No.		Est. Attendance:	

**Email completed form to [PDLSPECIALEVENTS@ad.unt.edu](mailto:PDLSPECIALEVENTS@ad.unt.edu)**

For Police Department Use Only	
Number of Supervisor Assigned: <input type="text"/>	Walk Thru Only: Y <input type="checkbox"/> N <input type="checkbox"/>
Number of Ofc. Assigned: <input type="text"/>	Scheduled OT Y <input type="checkbox"/> N <input type="checkbox"/>
Number of CSO Assigned: <input type="text"/>	Date Entered: _____ Initials: _____