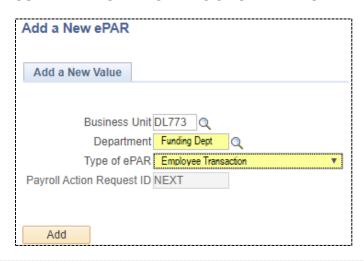
## HIRING UNT DALLAS POLICE OFFICERS FOR SPECIAL SECURITY DETAIL

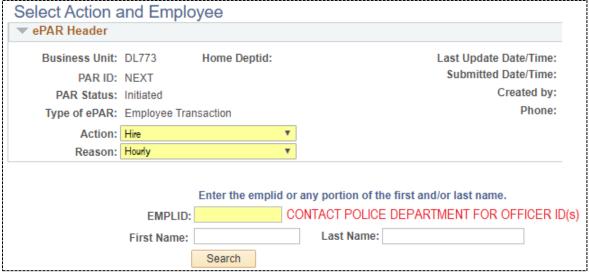
FULLY COMPLETE AND SUBMIT THE REQUEST FOR <u>SECURITY STAFFING REQUEST</u> TO LT. JAKIM WILLIAMS. THE FORM CAN BE FOUND ON THE POLICE DEPARTMENT WEB PAGE POLICE.UNTDALLAS.EDU, UNDER THE CAMPUS SERVICES TAB.

UPON RECEIPT OF THE APPROVED FORM, FROM THE POLICE DEPARTMENT, YOU WILL BE PROVIDED WITH THE NAME(S), EMPLID(S), AND HOURLY RATE(S) FOR THE INDIVIDUAL(S) ASSIGNED TO WORK THE EVENT.

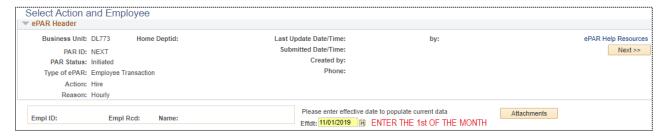
THE HIRING DEPARTMENT SUBMITS AN ePAR FOR EACH OFFICER HIRED FOR THE EVENT.

INSTRUCTIONS FOR COMPLETING THE ePAR IS SHOWN BELOW.





EFFECTIVE DATE IS THE FIRST (1ST) DAY OF THE MONTH IN WHICH THE EVENT OCCURS.

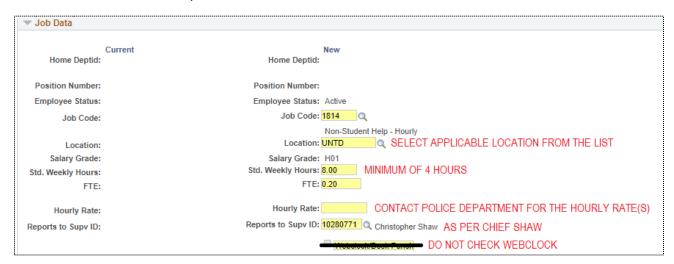


JOB CODE TO USE: 1814 (NON-STUDENT HELP - HOURLY).

STD. WEEKLY HOURS: NUMBER OF HOURS OF THE OFFICER IS EXPECTED TO WORK, MINIMUM 4.

HOURLY RATE: CONTACT UNT DALLAS POLICE DEPARTMENT ADMIN FOR THIS RATE.

(RATE MUST EQUAL THE OFFICERS 1.5 COMPENSATORY OVERTIME RATE, IN ACCORDANCE WITH UNT DALLAS POLICY 5.018 COMPENSATORY LEAVE AND OVERTIME GUIDELINES).



UNDER DEPARTMENT BUDGET DATA: FUNDING END DATE WILL BE THE <u>LAST</u> DAY OF THE MONTH IN WHICH THE EVENT OCCURS.

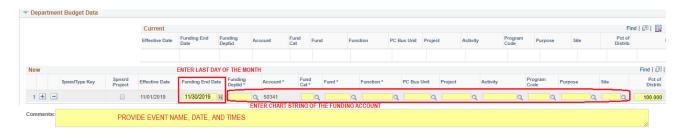


CHART STRING TO USE: THAT OF THE HIRING DEPARTMENT(S). IF MORE THAN ONE DEPT IS PAYING FOR THE SERVICES, CLICK THE + AND ADJUST THE PCT OF DISTRIBUTION ACCORDINGLY.



<u>ATTACHMENTS</u>: REQUEST FOR SECURITY STAFFING OR SECURITY EVALUATION FORM AND ANY RELATED CORRESPONDENCE OR EMAILS MUST BE ATTACHED TO THE ePAR.



PLEASE FORWARD THE EPAR APPROVAL TO THE POLICE DEPARTMENT AND THE INDIVIDUAL(S) WORKING THE EVENT.