



University Police Officer Request Form

PDE#

Event Details

Name of Event: [] Event Day/Date: []
Organization Sponsoring Event: []
Event Location: [] Inclement Weather Site: []
Event Start Time: [] Event End Time: [] Expected Attendance: []
Contact Person (Day of Event): [] Phone Number: []
Detailed Event Description: []

Check All That Apply: Please provide a brief explanation if checked.

Explanation:

Cash Handling/Collection [] Dignitaries Attending [] Traffic Direction/Control Required []
Alcohol Served [] Media Coverage [] Known Threats []

Services Requested (See attached fee schedule for current rates)

Number of Officers Requested: [] Start Time for Officers: [] End Time for Officers: [] 3 Hour Minimum
Type: [] Uniformed Officer qty: [] [] Plain Clothes Officer qty: [] [] Bicycle Officer qty: [] [] Police Comm. Specialist
Specific Instructions for Officers: []

Form of Payment (Forms will not be accepted with incomplete billing information)

[] Paying by Check/Credit Card:
Billing Organization: [] Billing Address: []
Billing Contact/Attention: [] Phone Number: [] Email: []
[] Paying by Department Chartfield:
Opr. Unit [] Fund Code [] Dept. ID [] Product [] Initiative []
Accountable Officer/Designee: [] Phone Number: [] Email: []
Accountable Officer/Designee Signature: [] Signature Required

For Official Use Only

Received Date/Time: [] Number of Officers Assigned: [] Approved by: []
Type: [] Uniformed Officer qty: [] [] Plain Clothes Officer qty: [] [] Bicycle Officer qty: [] [] Police Comm. Specialist
Required Equipment: [] Traffic Cones [] Command Post [] Utility Cart [] Light Tower [] Generator [] Display Board
[] UBI Event Selection Date: []