



University Police Officer Requests

****IMPORTANT INFORMATION– Please read before completing the officer request form****

- All University Police request forms must be submitted at least ten (10) days prior to the event date. A late notice fee of \$75.00 will be applied to requests received with less than ten (10) days' notice.
- ALL events require a three (3) hour minimum.
- Two (2) officers are required for most events. Special considerations may be made for small scale events (under 200 participants).
- If an event requires four (4) or more officers to work the same function/event at the same time, one (1) of the officers must be a supervisor (Sergeant or Corporal).
- If a request needs to be canceled, the University Police require one and a half (1½) hours prior notice. If proper cancellation notice is not provided, a three (3) hour minimum payment will be required per officer requested.
- Law enforcement personnel hired for special duty assignments have specific law enforcement functions and will not be considered employees or agents of the hiring entity.
- The special duty assignment may be ended, or conditions imposed, at any time by the Chief of Police or designee. Additionally, the Chief of Police or designee has the authority to order any police officer to vacate or terminate any function/event in response to emergency situations or whenever the assignment creates an unacceptable risk to the health, safety, and welfare of the police officer and/or public.
- The USF Police Department reserves the right to require additional officers and/or equipment during special events to ensure the safety for all participants and staff. Client(s) will be informed of additional needs during the initial event request review conducted by University Police. Additional costs will be incurred by the client at the below rates.
- Events may be unapproved and unauthorized from occurring if parties fail to adhere to recommendations made by the Police Department.

Officer / Equipment Billing Rates

Staffing	Rate
Non-Sworn Employees (Police Comm. Specialist)	\$30.00 per hour
Officer / Corporal	\$47.00 per hour
Sergeant	\$59.00 per hour
Lieutenant *	\$66.00 per hour
Captain *	\$78.00 Per hour
Additional Equipment (Need determined by Law Enforcement)	Rate
Traffic Cones (120) <i>(For traffic direction/control)</i>	\$50.00 per event
Utility Cart <i>(For Police Operations Only)</i>	\$20.00 per hour
Generator <i>(For Police Operations Only)</i>	\$15.00 per hour
Command Post <i>(Mandatory for large scale events)</i>	\$50.00 per event
Light Tower <i>(For Police Operations Only)</i>	\$25.00 per hour
Visual Display Board <i>(For traffic direction/control)</i>	\$75.00 per event

Selection of officers is based on sign-up and rank cannot be predetermined for your event.

*The ranks of Lieutenant and Captain will not work regular special event assignments and will only be used for large scale events (2,500+) with designated command post assignments.