

## Police Detail Request Form

Police details must be secured by the sponsoring organization **at least 3 weeks prior** to the event by delivering a properly signed Event Form along with a Police Detail Requisition (PDR) form to SUNO Police Headquarters, located at 6400 press Dr., Maintenance Bldg.

Determination of the need for and size of a police detail will be made by the Chief of Police or his designee. Inquiries regarding the need for police at an event should be made to the Police Department. The current charge for a police detail is **\$35 per hour per officer for a minimum of 4 hrs.** The Police Department reserves the right to assess the risk of any event and require additional officers or staff at the expense of the sponsoring organization, or cancel the event due to public safety concerns.

### Cancellation Policy

*Cancellations must be made 24 hours prior to the scheduled event. If not, the event requestor will be responsible for payment of a minimum of four (4) hours for each officer scheduled for the event.* For questions or additional information, the Special Events Coordinator at (504) 286-5288.

Name of Requestor(s) \_\_\_\_\_ Department Account Number \_\_\_\_\_

Contact Person \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_

Tel. Number (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

Detail Date(s) \_\_\_\_\_ Total Days \_\_\_\_\_

Start Time \_\_\_\_\_ End Time \_\_\_\_\_ Total Hours \_\_\_\_\_

Location of Detail \_\_\_\_\_ Number of People Expected \_\_\_\_\_

Cash Handling:  Yes       No      Alcohol:  Yes       No

Description of Event / Special instructions

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, the undersigned, on behalf of the submitting organization or individual, by my signature attest that I have read the above terms and conditions of a scheduled detail to be worked by SUNOPD personnel, and I agree to all terms and conditions therein.

Sign \_\_\_\_\_ Date \_\_\_\_\_

*Official Use Only*

Number of officers needed \_\_\_\_\_ Total Hours \_\_\_\_\_ Total Cost \_\_\_\_\_

Approved By \_\_\_\_\_ Date \_\_\_\_\_